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Chapter One: BudSTARS Overview

Section A: What is BudSTARS?

BudSTARS, the Budget Submission, Tracking, Analysis and Reporting System, was developed and written specifically to provide policy makers in Indiana a method to enter and submit budget requests, track them through the Budget Agency recommendation and legislative processes and to monitor them once approved.

- BudSTARS provides "one-stop" access to the budget process. All numbers, text descriptions and policy statements are entered into the system.
- BudSTARS allows the budget requests to be aggregated at user-selected levels and provides the ability to generate reports for management review at various levels of detail.
- BudSTARS allows users to explore multiple operating scenarios by allowing them to create multiple "what if" versions of their budgets.
- BudSTARS allows users to monitor the progress and status of individual budget requests throughout the review and legislative processes.
- BudSTARS offers increased functionality for the budget process; in exchange, users are required to pay more attention to planning and security details.

Your agency will have the capability to follow its budget request from start to finish and generate reports that compare actual operating costs to the agency budgets.

Client/Server Based, Windows Compliant Application

BudSTARS is Client/Server based. All data resides in a database hosted on a Budget Agency server. The BudSTARS application itself resides on the client workstations. You must have a current BudSTARS client installed on your workstation or your agency network to use the system. Processing is performed both on the server and on the client computer. BudSTARS requires a Microsoft Windows operating environment using Windows 95 or greater. It will not run on computers using any other operating system. BudSTARS is designed to run using a minimum screen resolution of 800 x 600 pixels

Section B: Budget Versions

The term **Budget Version** defines a concept used extensively in BudSTARS. For each biennium, BudSTARS can accommodate multiple versions (or copies) of the budget. Versions are used to track the progress of the budget from development to final approval and enable the user to develop different scenarios for "What If" analysis. Each version contains a complete copy of an agency budget and has a unique version identifier known as a **version control number**. The version control number is an eleven character alphanumeric sequence composed of the request biennium, the agency number, a one-character code that identifies the version type, and a two-digit number used to distinguish the multiple scenarios within a version type. For example: Version number **2001-0735-A-03** would be Agency version #3 for the Indiana Historical Bureau (Agency 735) in the 2001 biennium. Different version types are used to distinguish between Budget Agency, Agency, and Legislative versions. There are also "waypoint" versions for each step in the Budget process. Users may create more than one version of some version types. For example, an agency may have up to ten simultaneous working versions (‘A’ versions) to use for “what if” projections. The first step in the Budgeting process is copying the Download version to an agency-level working version.

The budget version structure also allows data entry at either the minor or major object level as appropriate. Data entry levels are defined by version type to accommodate the needs of various BudSTARS users. In general, all budget versions prior to the Budget Recommendation require data entry at the minor object level. The Budget Recommendation and all subsequent versions are ‘rolled up’ to the major object level. This provides agency personnel with Minor Object Code level budget detail upon which to base their decisions without carrying that detail beyond the point where it would become burdensome.

The following version types are available in BudSTARS:

Version Type Description	Letter Identifier	Number of Variations for Version Type
Download	D	1
Agency work-in-progress	A	10
Agency Submitted Budget Request	B	1
Budget Agency work-in-progress	W	10
Budget Committee Recommendation	R	1
House Action	H	1
Senate Action	S	1
Conference Committee Action	C	1
Governor’s Signed Final Appropriation	G	1
Legislative Analyst Work-in-progress	L	35

Table 1: Budget Version Types

Controlling Access to your Versions:

Users at all levels may grant users at other levels access to their work-in-progress versions using the access controls on the Budget Control Checklist Screen, subject to the following limitations:

- This access is <u>read only</u>. Agency, Budget Agency, and Legislative users may not modify each other’s working versions under any circumstances. However, users at other levels can copy your version, and edit that copy.
- Version access is subject to policy considerations. Policies on whom you may grant access, and when you may grant it, will be included in the Biennial Budget Policy Instructions. If

you have any questions on granting version access, contact your budget analyst.

Note

You will always have access to your working versions. You cannot lock yourself out of your own versions. You cannot deny access to other users at your level if they are authorized to view or modify your agency's budget submittal.

Tip

If you need assistance resolving a problem in your budget, you may open the version that you are using to your budget analyst to speed the troubleshooting process.

Section C: Reporting Levels

The data in BudSTARS is organized into Reporting Levels. Each reporting level is represented by a 16-digit number grouped to form different layers of summarization. Each layer represents a specific summarization and data entry level. The resulting layered structure accommodates the generation of reports grouped or summarized at each layer. The Budget Agency establishes the reporting level structure before the Download version is created.

For example, Reporting Level **01-04-057-01-010-00-00** corresponds to the Budget Agency's operating account, 1000/100570. Each serial group within the reporting level number represents a specific summarization and/or data entry level. The resulting layered structure accommodates data entry and reporting at several levels. The Budget Agency establishes the reporting level structure for each biennium before the Download version is created.

Key to Reporting Levels:

Reporting levels generally follow the function codes used to sort accounts for the Budget Bill and the Budget Books.

01 – Function of Government	(General Government)
04 – Subfunction	(Financial Management)
057 – Agency Number	(Budget Agency)
01 – Account Group	(1st Group of Accounts)
010 – Fund/Center	(SBA Operating account, 1000/100570)
00 – Reserved for future use	
00 – Reserved for future use	

In use, the last non-zero serial represents the current reporting level. Reports can be run at any of the following levels:

01-00-000-00-000-00-00 – Function (General Government)
01-**04**-000-00-000-00-00 – Sub-function (Financial Management)
01-04-**057**-00-000-00-00 – Agency (Budget Agency)
01-04-057-**01**-000-00-00 – Account Group (1st Group of Accounts)
01-04-057-01-**010**-00-00 – Fund/Center (SBA Operating account, 1000/100570)

Tip

Each fund center has at least one reporting level assigned to it. However, the reporting level number does not by itself indicate which account is associated with which level. Whenever a reporting level corresponds to a fund center the Fund/Center number will also appear.

Section D: Security Levels

The **Security Level** is a code used by the system to control access to versions and to data. The SBA System Administrator will assign a security level to each user. The security levels are A-F, L, and P with the least restrictive level being 'A'. The security levels are:

A. **SBA System Administrator** has open access to all data and control tables. The System Administrator assigns all User IDs for BudSTARS.

B. **Budget Agency Managers** have access to all data from all agencies except for Agency and Legislative work-in-progress versions.

C. **Budget Agency Analysts** have access to all budget data for specified agencies except for Agency and Legislative work-in-progress versions. These versions <u>may</u> be shared with the SBA analyst but only if the version owner elects to do so.

D. **Agency Managers** have access to all data for one or more a specific agencies. Only someone with Agency Manager access privileges may submit a budget request.

E. **Agency Analysts** has access to all data within a specific agency.

F. **Agency Restricted Users** have access only to specific Fund/Centers within one agency only.

L **Legislative Fiscal Analysts** haveAccess to Legislative versions

P **Public** Users can run reports on restricted versions.

All security levels can read, but not modify, all statewide versions.

Note

At a minimum, two User IDs will be established for each agency: one for the Manager (AGN123M) and one for the Analyst(s) (AGN123A, where 123 is the agency number). Additional User IDs and Restricted User IDs will be set up on an as needed basis.

Section E: The Budget Base, Biennia, and Budget Years

The Budget Base:

The Budget **Base** is the agency's annualized cost of providing existing approved programs, services and activities at current price levels. The Base represents a hypothetical year's worth of expenditures.

The Budget Biennium:

The Budget **Biennium** is designated by the legislative session in which the budget is approved. For example, the "**2003 Budget**" or the "**2003 Biennium Budget**" refers to the budget passed during the 2003 Legislative Session, containing appropriations for FY2003-2004 and FY2004-2005

The Five "Budget Years"

In addition to the Base, Indiana Statute requires all Budget submissions to contain several years worth of budget data: Two years of Actual Expenditures, a Current Year Estimate, and two years of Budget Requests. Collectively, these are referred to as the five **Budget Years.** Depending upon the version, the two request years may either represent an agency's budget requests or the Budget Agency's recommendations.

Actual Expenditures:

Each budget submission contains two years of actual expenditure data. These are the last year of the prior biennium, and the first year of the current biennium. Expenditure data for the two actual years is downloaded from the Auditor of State. Funding information must be entered by agencies.

Current Year Estimate (CYE):

The Current Year Estimate represents the second year of the current biennium. It is considered an estimate because the books will not be closed on the current year until after the budget process is completed.

First and Second Year Requests:

The First and Second Year Requests are the agency budget requests for the upcoming biennium. These requests will be evaluated by the Budget Agency and used as the basis for the Budget Agency Recommendations.

First and Second Year Recommendations:

The First and Second Year Recommendations are the The Budget Agency's recommendations for the upcoming biennium. These represent the same two fiscal years as the First and Second year requests. However, these will not necessarily the same as the Agency's budget requests.

Note The Request and Recommendations represent the same fiscal years at different stages in the budget process.

Section F: Change Packages

Change Packages are used any time you make an adjustment to the Base. Change Packages may be defined for additions, deletions, expansions or changes to existing agency base expenditures for current or new services. Change packages may also include Staffing table changes. Change Packages have two components: a text description of the change and the associated dollar change to the base budget. Change packages are discussed in more detail in Chapter 3, Section D, New Programs and Base Adjustments.

Section G: Using This Manual

This manual is intended to provide sufficient information to complete your budget request. It provides general procedures for operating BudSTARS, as well as the steps of the budget process. It does not cover the Budget Submission Instructions. Those will be issued at a later date.

This book guides you through the following steps to develop your budget.

Step 1: Create the Working Version

Step 2: Enter/Edit Staffing Table Data (Personal Services)

Step 3: Enter/Edit the Expenditure Request

Step 4: Enter/Edit Base Adjustments

Step 5: Enter/Edit Funding Information

Step 6: Enter/Edit Revenue Projections (Estimate of Revenue and Federal Receipts

Step 7: Budget Narratives

Step 8: Program Category Distributions

Step 9: Submitting your Budget Request

Chapter Four: Capital Budgeting will be addressed separately

Chapter Two: General Procedures

Section A: General Guidelines for System Usage

Command Buttons and Standard Function Keys

BudSTARS uses several standard command buttons and function keys. These standard commands and function keys work consistently throughout the system. The purpose and instructions for the standard command are described in the sections below. In addition, certain screens will have specific buttons, which will be described in the sections for those screens

Note In certain situations buttons are disabled and "ghosted" on the screen. They become enabled once certain required steps for the screen are completed.

Note BudSTARS has been designed to use a minimum screen resolution of 800x600.

Command Buttons

Update

The **Update** button saves any changes entered into the system to the database. To save changes, Click on **Update** and select **Yes**.

Insert

The **Insert** button inserts a new row or adds a new record for additional data entry, as appropriate.

Delete

The **Delete** button deletes the current row or selection.

Undo

The **Undo** button reverses all changes made since the last time the data was updated. Click on **Undo**. A message will appear stating that all changes since the last update will be deleted and asking if you still wish to Undo. Select **Yes** to Undo and **No** to discontinue Undo.

Tip If you get hung up in a screen because invalid data was entered at some point during data entry, clicking on **Undo** may often clear the problem.

Exit

The **Exit** button closes the current window and returns you to the previous screen. The **Exit** button on the Main Menu Screen exits you from the BudSTARS application.

Open

The **Open** button will appear on any screen that is used to select items to be edited on other screens. For example, clicking the Open button on the Open Funding Request screen will open the Funding Request screen for the currently selected r reporting level. Upon selecting **Open**, the option that is selected (highlighted, or that has a hand pointing to it) will be opened.

Help

The **Help** button opens BudSTAR's online help system.

Notepad

The **Notepad** button opens the BudSTARS Notepad window. The Notepad can be used to make annotations on specific aspects of a given version or to leave messages for other users of the same version.

Note

Notepad notes are version specific.. Notes are not carried over to the new version in the copy process. Some user levels do not have access to the Notepad function

Standard Controls

Vertical and Horizontal Scroll Bars

When there is more data than space available on a screen, the vertical and horizontal scroll bars can be used to view the data that doesn't appear on the screen. Clicking on the up and down arrows at the right side of a screen, or left and right arrows at the bottom of a screen, will allow you to scroll through the entire data of a screen. These work exactly like other Windows-based applications.

Drop Down Boxes

An arrow appearing in a screen next to a particular field indicates the presence of a drop down box. A drop down box provides you with the available options to select for a particular field.

Check Boxes

Check Boxes indicate whether something should be included (checked) or excluded (cleared). For example, when creating a new budget version, you can check whether to include position data and/or narrative.

Radio Buttons

Radio Buttons are similar to check boxes except that only one of the options may be selected (just like pushing a button on your car's radio-you can only select one station at a time).

Keyboard Shortcuts

Each of the standard command buttons and menu commands is labeled with one underlined letter to enable BudSTARS to be operated from the keyboard

Using Keyboard Shortcuts for Command Buttons

Striking the key corresponding to the underlined letter provides a keyboard shortcut for that command button.

Using Keyboard Shortcuts for Menu Items

Holding the [Alt] or [Control] key while striking the underlined letter corresponding to a menu item will open that drop down menu.

Active Command Button and the Enter Key

In BudSTARS, the **Enter** key is not used to move the cursor from one cell to another. Instead, the Enter key triggers the currently active Command Button. The active Command Button is will be distinguished from the others by a heavy black outline. Most screens in BudSTARS open with the Exit button as the active command button. Use the **Tab** key to shirt the cursor from one data entry control to another.

Note

Most Screens in BudSTARS have the **Exit** button set as the default active command button. Striking the Enter key while the Exit button is set as the default will cause the system to exit the current screen

Section B: Logging On to BudSTARS

To log onto BudSTARS, double click the BudSTARS icon or select BudSTARS from the Windows Start menu, Enter your User ID and password, and hit Return. BudSTARS will automatically select the last Version that was active during the previous session and produces a message notifying you of the version number. Once you have successfully logged into BudSTARS, the system will present you with the main screen.

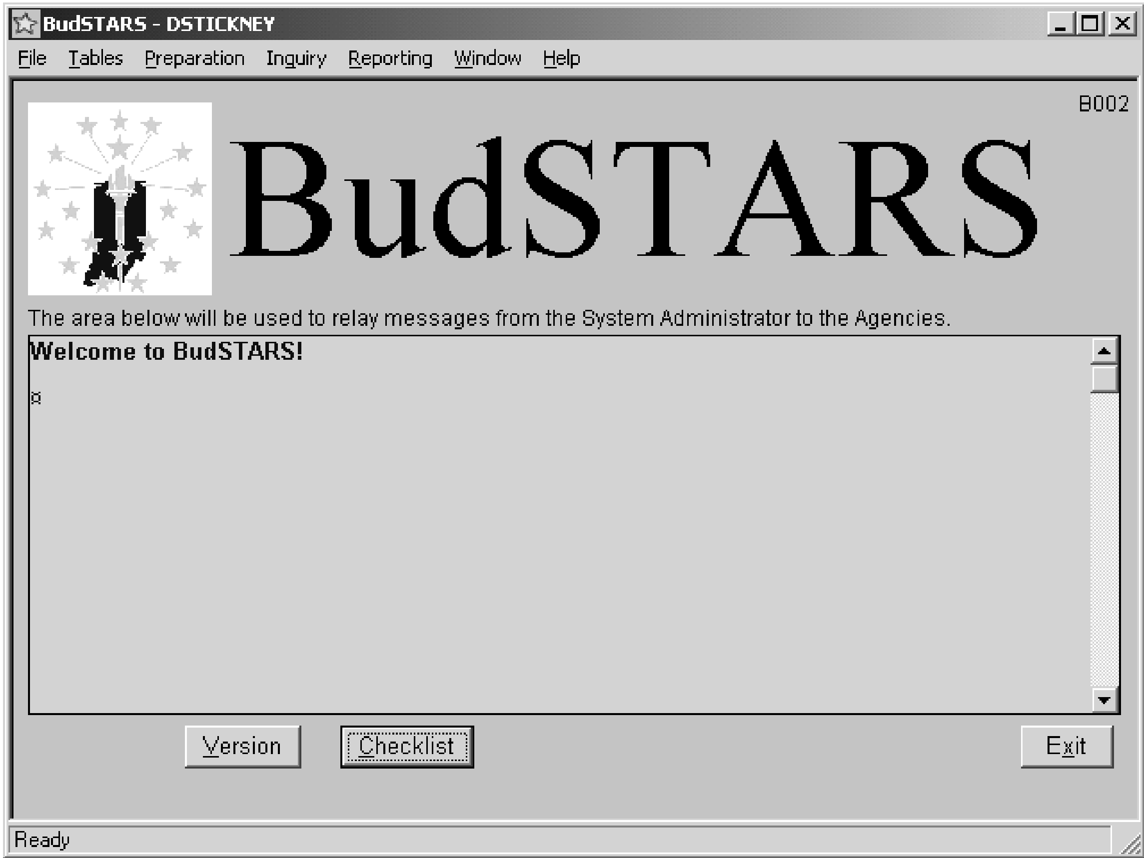


Figure 1: BudSTARS Main Screen

BudSTARS Logon Script

Step	Screen	Action	Result
1	Windows Desktop	Double Click on BudSTARS Icon	BudSTARS Log in Screen Appears
2	BudSTARS Log in Screen	Enter Assigned User ID	
3	BudSTARS Log in Screen	Tab to Password and enter Assigned User Password	
4	BudSTARS Log in Screen	[OK]	A message will appear that notifies the user which version is currently selected.
5	Version Selected message box.	[OK]	Displays B002--Main Menu

Section C: Moving Between Applications and Modules

Windows allows you to run several programs or applications at one time. Depending on your operating system, you can switch between programs or sessions with a few keystrokes or clicks of a mouse. This also allows you to cut and paste text between Windows applications using the Windows clipboard.

For example, you may be preparing a supporting schedule of travel in Excel and wish to enter the total calculated into a BudSTARS screen. You can switch from the supporting schedule to the BudSTARS screen and enter the figure without exiting Excel. Exactly how you do this will depend on your operating system.

If you get an error message in BudSTARS, and then switch to another application without resolving the BudSTARS error, you may appear to be locked out. when you return to BudSTARS. Retrieving the error message and resolving it will allow you to continue working in BudSTARS. Scroll through the open application windows in the manner supported by your operating system until you retrieve the error message.

In addition to being able to switch between applications, you will also be able to open and move between several BudSTARS screens at one time. Use standard procedures to open the screens. To switch from one open screen to another, click on Window in the Main Menu and select the desired screen from the Window menu.

Section D: BudSTARS Help

Use the BudSTARS online Help system to get immediate information about BudSTARS features and options. Users may access the online help system by selecting either the **Contents** or **Search for Help on**, commands from the Help menu. Users may also access the Help facility through the **Help** buttons found on most screens or by pressing the **F1** key at any point. The **About BudSTARS** command on the help menu displays a screen containing version information for the BudSTARS Application.

Web Based Users Manual

This manual, along with other useful BudSTARS related information, is available on the BudSTARS website at (http://www.in.gov/sba/budstars/BudSTARSDeploy.htm). The Web-bases user manual is indexed for easy retrieval of information. You may access the BudSTARS website directly using a link contained on the About BudSTARS screen mentioned above

Section E: Formatting Data Entry

From headings, to decimal places and percentages, to column widths and heights, to font sizes and types, each BudSTARS screen has been specifically formatted to meet the needs of the data obtained. The formatting affects both the appearance of a screen, and the calculations applied to data entered on a screen. If there is anything unusual about formatting that you need to know, it will be addressed in the guidelines for that screen. Generally, the following rules apply:

Numerical Data

- Numbers should be entered as whole numbers on most screens. If decimal places are entered, they will be rounded to the nearest whole number.
- Percentages will be rounded to the nearest whole percent. For capital projects, they must be entered beginning with the decimal point. When assigning program categories, they are entered as a whole number.
- Negative amounts should be entered as a minus sign and then the number.
- It is not necessary to enter commas for numbers having more than three places.
- Do not enter dollar ($) signs or other symbols; these will automatically be entered as necessary.

Examples:

If you enter -5567, the screen will display ($5,567)
For a percentage in a capital project, if you enter .15, the screen will display 15%.
For a percentage in a Program Category, if you enter 50, the screen will display 50%.

Narrative

- All narrative data should be left aligned.
- You must enter all punctuation and capitalization.

If, you accidentally move the structure or formatting of a screen while entering data, don't panic even if you update and save the data that has been entered and exit the screen. Upon subsequently retrieving the screen, all formatting will return as originally established.

Section F: Entering Narrative Information

Throughout the process of preparing and submitting a budget using BudSTARS, you will be asked to provide narrative explanations or descriptions for various budget items. All narrative information is entered using a common narrative input screen. The narrative input screen provides basic word processing functions, including word wrapping. There is no need to hit Enter to move to the next line of text, unless you want to insert a paragraph break.

Tip

You can import text from any word processing software package that uses the standard Windows Cut, Copy, and Paste features.

Section G: Managing Budget Versions

The Version Control Screen

Budget Versions are selected, copied, submitted, or deleted using the **Version Control Screen**. The Version Control Screen may be opened either by selecting the **Version** command button on the Main Screen or by selecting **Version Control** from the file menu.

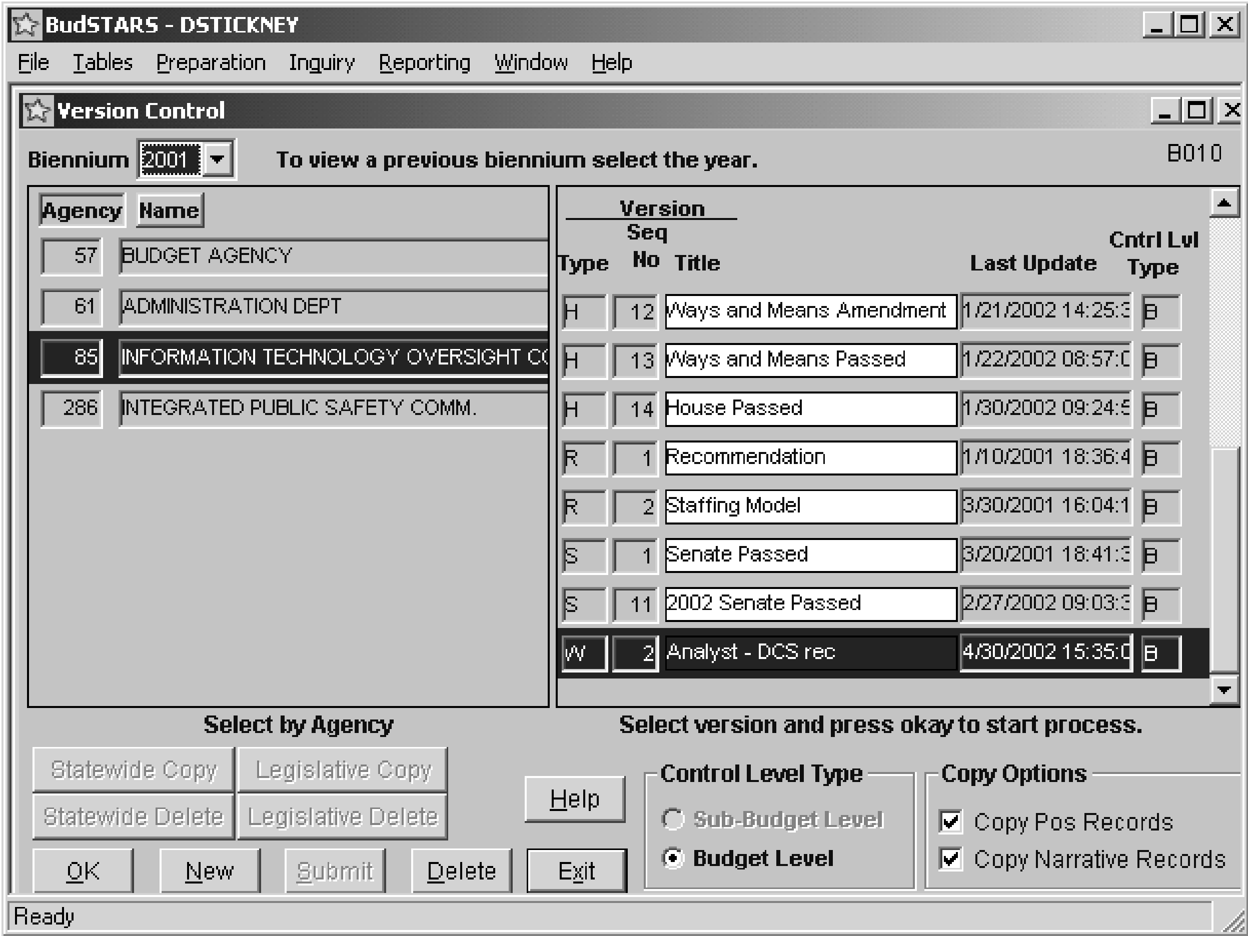


Figure 2: The Version Control Screen

Selecting a Budget Version:

To select a Budget Version, Highlight it in on the Budget Control Screen and click the **OK** command button. BudSTARS will respond with a dialog box confirming the version number selected.

Note

You must select OK to select a budget version. The Exit button will close the screen without changing the current selection. Copying, or Deleting a version does not in itself change the version selection.

To Selecting a Budget Version:

Step	Screen	Action	Result
1	B001—Logon	Log in	Displays B002--Main Menu
2	B002--Main Menu	[Version] in lower left corner of screen	Displays B010-- Version Control
3	B010--Version Control	Select agency on the left side	Agency will be highlighted
4	B010--Version Control	Select version you want to work with on the right side of the screen	Version will be highlighted

5	B010--Version Control	[OK] at the bottom of the screen	You will receive a message that you have successfully selected a version
6	Version Selected Message Box	[OK]	Displays B002--Main Menu

Creating a Budget Version

New Budget Versions are created by copying an existing version. To create a New Version, Select the a source version and click the **Copy** Button. BudSTARS will respond with a warning that large versions may take several minutes to copy. Select OK to continue with the version Copy process. Once BudSTARS completes copying the version, you will have the option of either naming it or accepting the default. We strongly suggest that you carefully consider meaningful names for your versions, particularly if more than one person is going to be working with them.

To Creating New Budget Version (Copy)

Step	Screen	Action	Result
1	Desktop	Log in using the assigned User ID and Password	The system will inform you that you have selected a download version (D01).
2		[OK]	Displays B002--Main Menu
3	B002--Main Menu	[VERSION]	Displays B010--Version Control.
4	B010--Version Control	Select the Download version (D01). Click the budget Level control level, and the Copy Pos Records option. Then click the [NEW] button.	A warning will appear that copying a version may take between 0 minutes and several hours.
5	B010--Version Control	[YES]	Confirm that you want to proceed with the copy. When it is done, it will add that new A version to the choices in the right pane. It will automatically be selected.
6		[OK]	It will remind you that you have selected the …A01 version.
7	Version Selected Message Box	[OK]	Displays B002--Main Menu

Note

Throughout budget preparation, you should verify often that the version of the screen you are completing is the intended version. The version is listed at the top of all screens except for those that would not change with different versions, such as the Agency Overview. The Version Number at the top of each screen displays the biennium, the Agency Number, the Version Type, and the Version Sequence Number.

Deleting a Budget Version

You may delete a Budget Version by selecting it and clicking the **Delete** Command Button. BudSTARS will ask you to confirm that you wish to delete the version. Click **OK** to continue deleting the version, or **Cancel** to return to the version control screen.

Note Version Deletions are Final! There is no way to recover a deleted version

To Deleting a Budget Version

Step	Screen	Action	Result
1	B001--Logon	Log in	Displays B002--Main Menu
2	B002--Main Menu	[Version] in lower left corner of screen	Displays B010--Version Control
3	B010--Version Control	Select agency on the left side of the screen	Agency will be highlighted
4	B010--Version Control	Select version on the right side of the screen	Version will be highlighted
5	B010--Version Control	Click [Delete] at the bottom of the screen	"Are you sure you want to delete this version?"
6	B010--Version Control	[Yes] to delete	You will return to the Version Control screen to select another version

Tip BudSTARS only allows you to delete versions you have created yourself.

Budget Version Ownership

The ownership of the budget version dictates who has control over opening, closing or limiting access to the budget data from the Budget Control Checklist window. (If you are not familiar with the concept of versions, please refer to Chapter 1, Section B of this manual).

The type of budget version identifies the “ownership” of the budget data. For example, an agency owns the Agency Request version of data while the Budget Agency owns the Budget Committee Recommendations version. This is very important in understanding the use of the Access field on the Budget Control Checklist window.

Controlling Access to Budget Versions

Access to Budget Versions is controlled using the Budget Control Checklist.

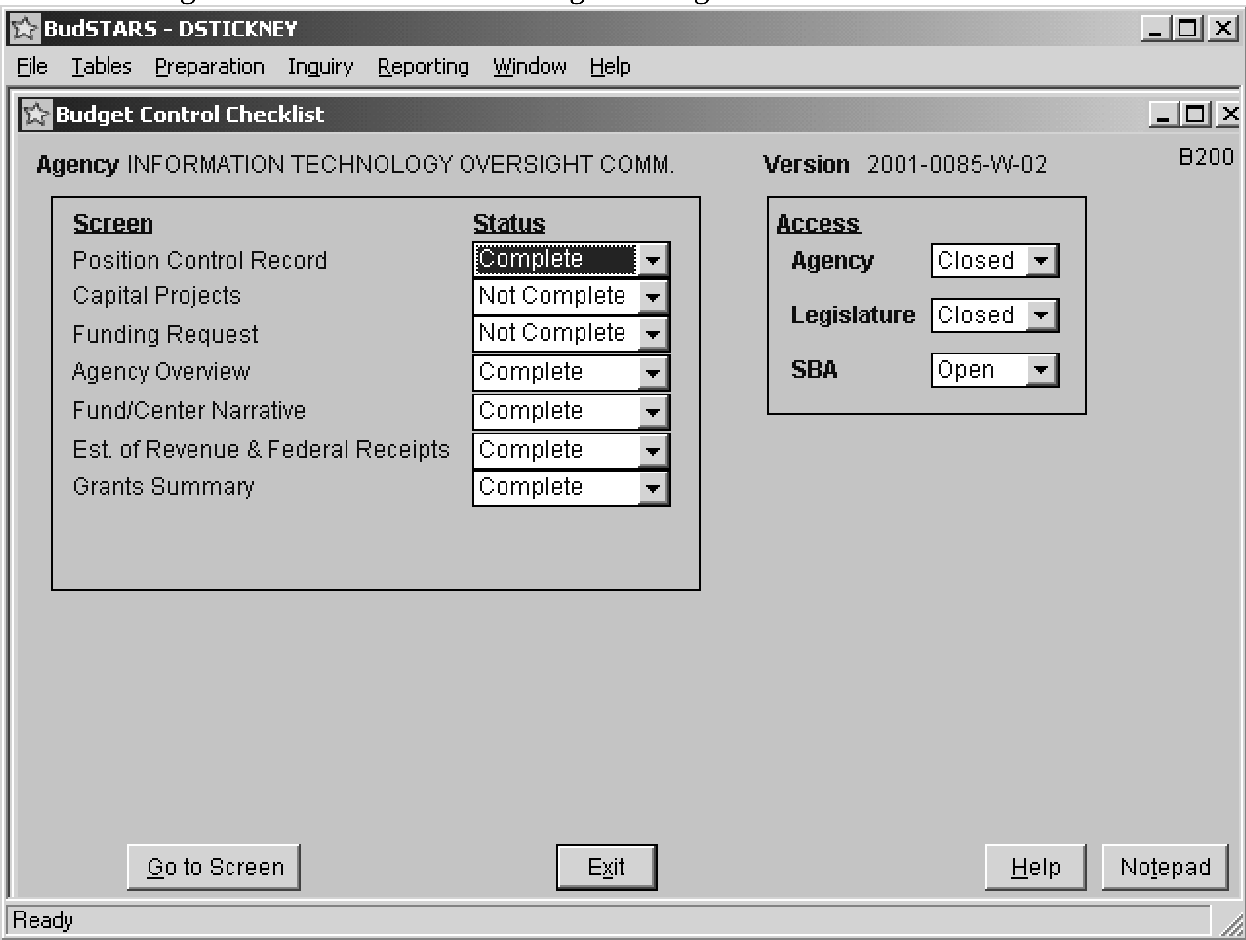


Figure 3: The Budget Control Checklist

After a version is selected, you access the Budget Control Checklist to actually prepare or review the budget. If an Agency version is selected, the Agency User Id for the agency owns the budget data. You control access to the budget data. If you desire, you can allow either a budget analyst or a legislative analyst to access the budget data by "opening" the budget control checklist to either the Budget Agency analyst (indicated by SBA) or a legislative analyst.

If you have "opened" a budget to a SBA budget analyst, and the analyst inadvertently or intentionally sets the Budget Control Checklist Access field to "Closed", once the analyst exits the budget, he/she will no longer have access to the budget data. If that happens, only a valid agency user may re-open the budget for the analyst.

Once the Budget Control Checklist is closed, the budget will no longer appear on the version selection window.

Note

It is possible to exit the Budget Control Checklist while one of the screens is still open. Upon exiting that screen, you will go back to the Main Menu since the Budget Control Checklist is closed.

Chapter Three: The Budget Process

Completing the Budget Narratives

To complete the Budget Narrative portion of the Budget Preparation Process return to the Budget Control Checklist and reset the Status controls for the Agency Overview and Fund/Center Narratives to *Complete.* You are now ready to proceed to Step 8.

The Budget Control Checklist

The Budget Control Checklist is the central point for preparing or reviewing a budget. Each step of the budget preparation process is listed on the Budget control checklist. Marking each step as complete triggers a validation process to ensure that the proposed budget is in balance and all required submissions have been included. You may not submit a budget until all of the screens listed on the Budget Control checklist have been marked complete

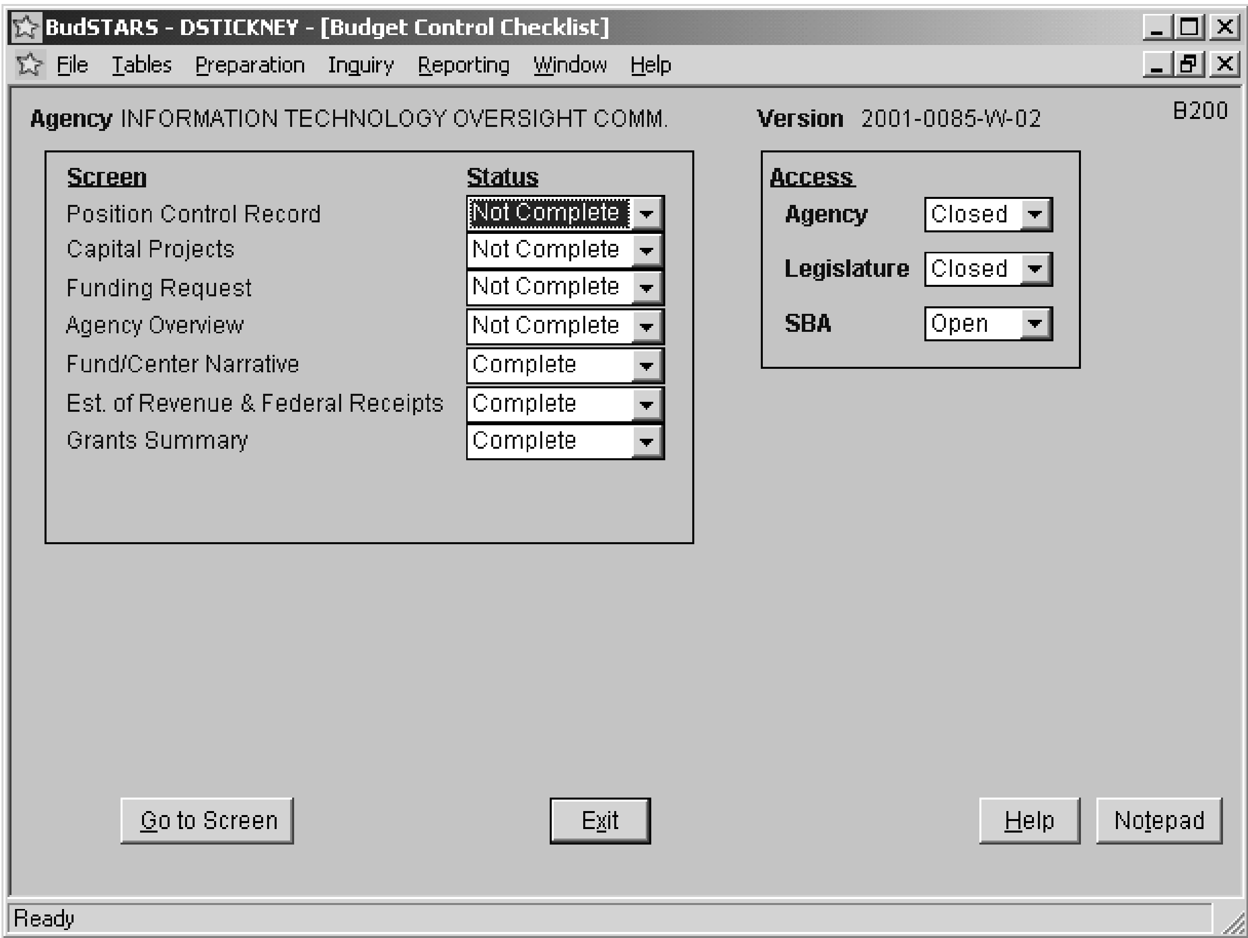


Figure 4: The Budget Control Checklist

The Budget Control Checklist also provides a convenient way for users to navigate through the budget preparation process. The Budget Control Checklist allows users to access any of the budget preparation screens directly by either double-clicking the screen title or by selecting the appropriate status control and clicking the **Go To Screen** command button. Finally, flagging a checklist item 'Complete' triggers the roll-up process for those items where the budget request relies on supporting data tables such as Personal Services and Capital Projects. You will be referred back to the Budget Control Checklist throughout the Budget Preparation Process.

Step 1: Create the Working Version

The first step in the Budgeting process is the creation of a working version. The first time you open BudSTARS, you will probably receive a message that no version is currently selected. Open the Version Control Screen. Quite likely, only one version will be available, the **D1 Download** version.

The **Download** Version contains staffing table data downloaded from the State Personnel Department's human resources system and historical expenditure data downloaded the Auditor of State's accounting system. It is the initial source version used at the beginning of the budget process. To create your first working version, Select the Download version and click the Copy **Button**. For detailed information on how to copy or create versions, see Chapter 1, Section G, Creating a Budget Version.

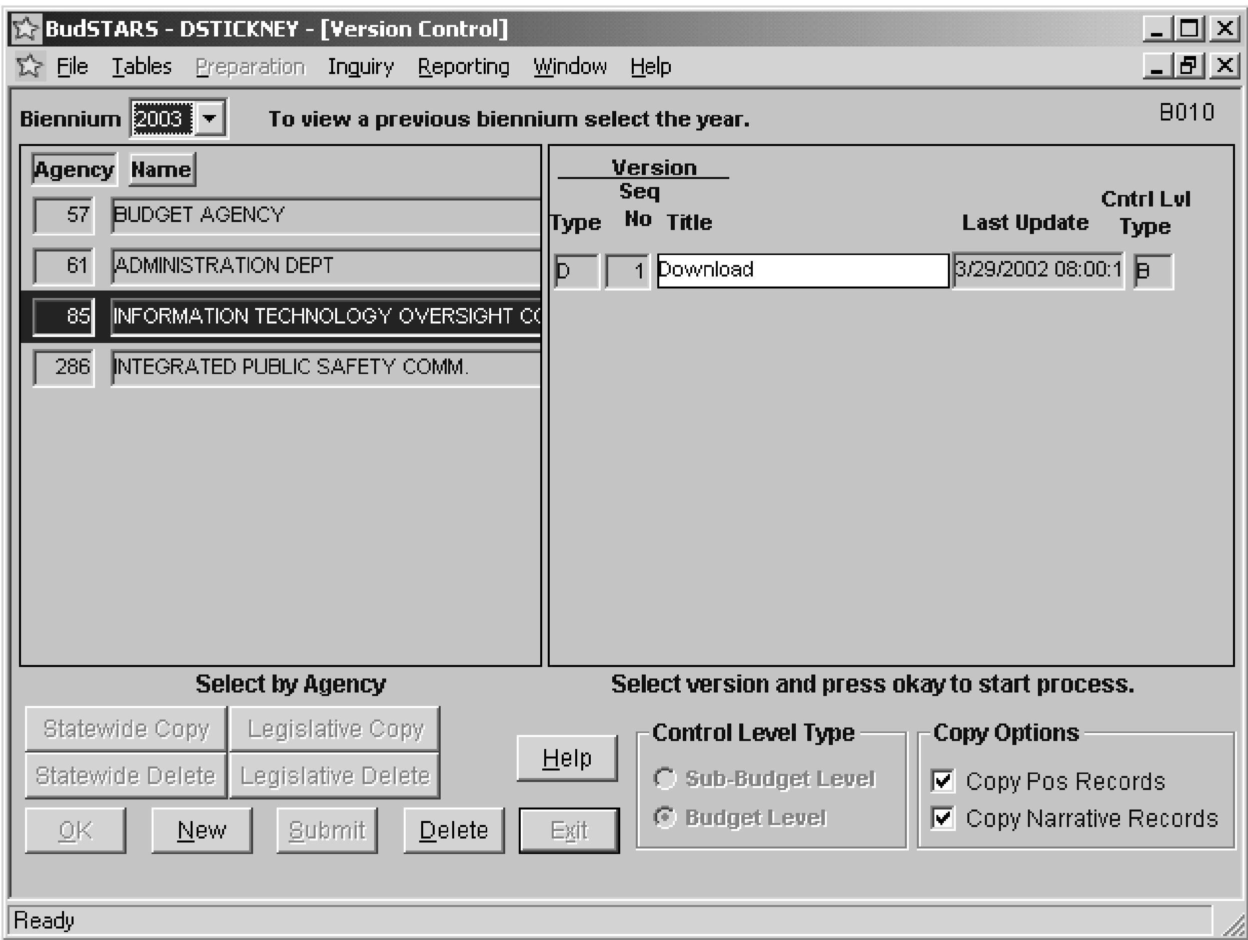


Figure 5: Version Control Screen as it will appear before you create the first working version

Note The Download version is so named because it contains data downloaded from other systems. There is no need to "download" any data in BudSTARS.

Note You need only create the first working version from the Download version. Once you have an initial working version created, you may copy other versions from it.

Once you have created the working version, open the Budget Control Checklist in preparation for Step 2.

Step 2: Enter/Edit Staffing Table Data (Personal Services)

Personal Services typically constitute the largest single portion of an Agency Budget, and also the largest single task within the budget preparation process. That is why we recommend that you tackle personal services before going on to other aspects of your Budget request, The data You enter into the Personal Services information is not only used to support your budget request, it is also used to calculate statewide personal service changes such as health insurance and general salary adjustments.

Personal Services Overview

The Personal Services Budget is a collection of *Position Control Records* or *PCRs*, one for each Position in the Agency. Collectively, these PCRs are referred to as the *Pay Plan*. The Budget Agency sets up the initial Pay Plan based on information from the State's Personnel records. The Budget Preparer's responsibility is to correct the Pay Plan by adding, deleting, moving, and changing the PCRs so they reflect the Agency's actual staffing table.

In BudSTARS the Pay Plan is used as the direct source of the Personal Services Budget Request. Request. When Staffing table entries are made on the Pay Plan screens the associated costs are tallied automatically. The resulting total is rolled up to the proper minor objects in the Budget Request (Point 1 - Personal Services) when the Position Control Records are marked as complete on the Budget Control Checklist.

BudSTARS places all existing staffing table positions in special **Base Pay Plan** change package by default. Your initial working version will not contain any other change packages unless you elect to create them. You may not edit or modify the Base Pay Plan change package. You may, however, move positions into or out of the Base Pay Plan using the Move function.

Position Control Records have many settings that change their impact on the Budget. Particular attention should be paid to Start and End dates, the Funded Indicator, the Count, and the Base Indicator. The impact of these settings is described in the sections below.

In addition, each Position Control Record is associated with a Fund/Center and a Budget Change Package within that Fund/Center. When the Pay Plan is rolled up as a Funding Request each PCR's Current Year and Base Year contribution is rolled into the Fund/Center's Current Year and Base Year amounts respectively. The Budget Year variances from the Base are rolled into the Budget Change Package associated with the PCR.

Budget Change Packages cannot be created within the Pay Plan. They are created separately as they are meaningful throughout the Budget. (See **Chapter 1, Section F: Change Packages**, for a discussion of Change Packages and see **Creating and Using Change Packages** in this Chapter for a discussion of how to add Budget Change Packages.)

Pay Plan Input: Position Control Record Maintenance

To begin Pay Plan maintenance, choose the Position Control Record menu option off Preparation | Payroll menu. The Position Selection window will open. (B124A Select Authorized Position). This window offers you a choice of fund/centers and change packages. To retrieve position control records, select the fund/center and change package you wish to work with and click the **Retrieve PCRs** Command Button. BudSTARS will show you all positions associated with that Fund/Center and change package.

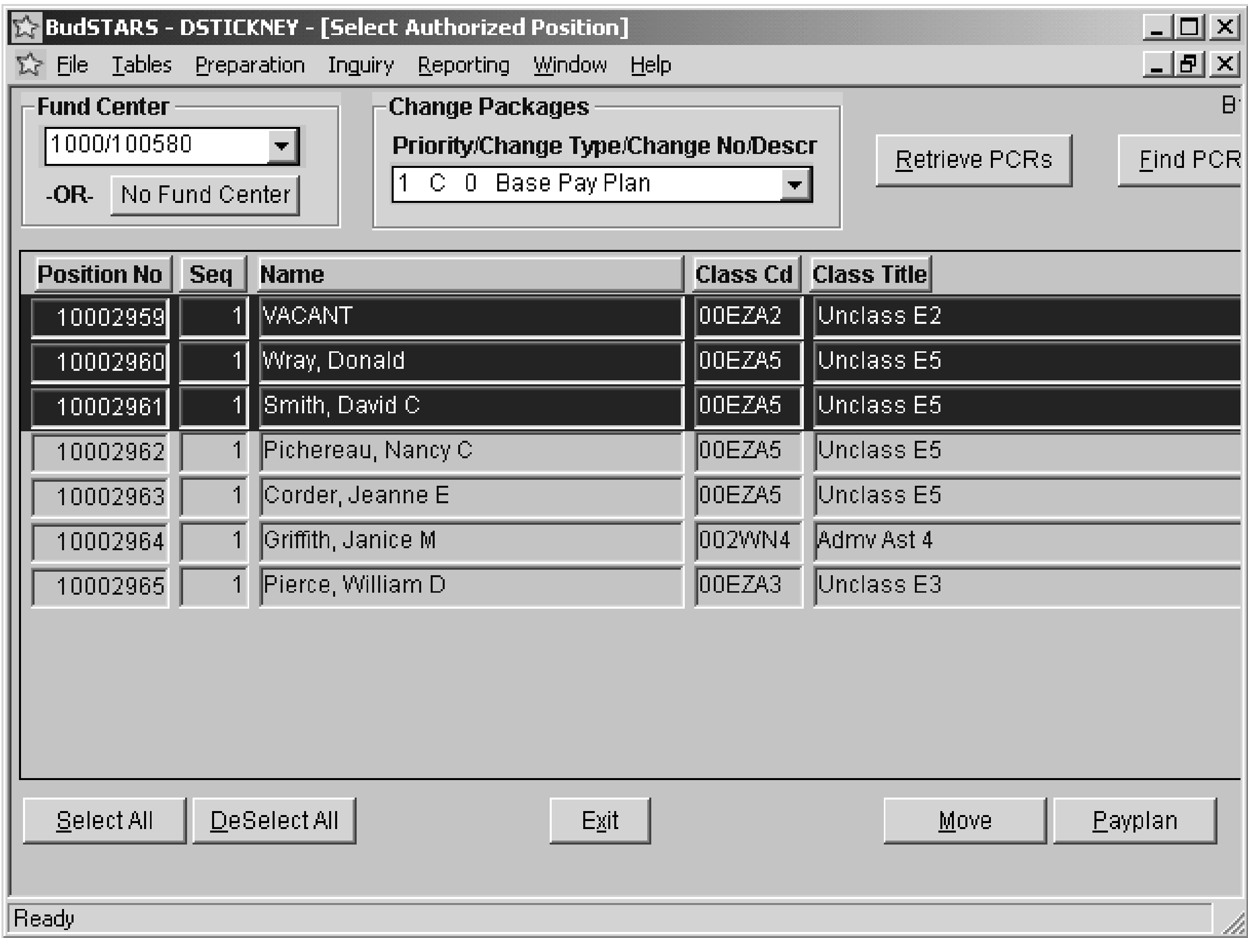


Figure 6: The Select Authorized Position Screen Displaying the Base Pay Plan.

Note

Some Position Control Records may not be associated with a Fund/Center. These may found by clicking the *No Fund Center* button before retrieving the PCR's You may move PCRs to and from this special designation to make the PCRs available to other users or to eliminate PCRs assigned in error. It is always a good idea to check the *No Fund Center* button before you recreate a missing position record.

Once you have retrieved the list of available Position Control Records you may select one or more of them by highlighting them. BudSTARS supports all standard windows techniques for highlighting data. Or you may simply click the **Select All** command button to highlight all positions currently available. Once you have selected one or more positions, you may move them to another Fund/Center and/or change package or open them for editing.

Note

Remember BudSTARS places all existing staffing table positions in special **Base Pay Plan** change package by default. Your initial working version will not contain any other change packages unless you elect to create them.

Moving Positions:

BudSTARS allows the user to move positions from one Change Package to another, from Once Fund Center to another, or to No Fund Center at all. Moving positions to No fund Center excludes the position from your budget without deleting it, allowing you to restore it later without recreating it.

To move a postion, select the **Move** command button and make the appropriate selections on the Move position Dialog.

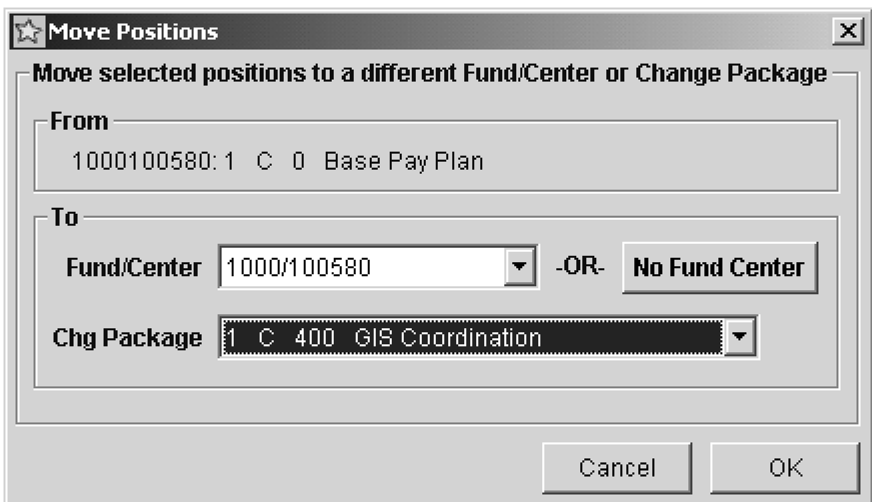


Figure 7: The Move Position Dialogue

To Moving Positions

Step	Screen	Action	Result
1	B124A-Select Authorized Position	[Move]	Opens the Move Positions window in which you identify the new Fund/Center and/or Change Package for the position.
2	B124A-Select Authorized Position	Select a new Fund/ Center from the drop down list in the To section	Change Package list is changed to include the Packages available in the selected Fund/Center.
3	B124A-Select Authorized Position	Select a new Change Package from the drop down list in the To section	

4	B124A-Select Authorized Position	[OK] [Cancel] will return to the Position Selector without moving any positions.	The selected Positions will be moved to the selected Fund/Center and Change Package. They will disappear from the current list because they are no longer in the displayed Fund/Center or Change Package.

Finding Missing Position Control Records

BudSTARS allows users to create many versions containing different scenarios. This sometimes makes it difficult to locate Position Control Records, particularly across agencies with many accounts. BudSTARS contains a postion search function that allows the user to search for positions across the current version or across all Download Versions. To use the search function, select the **Search** Command Button. BudSTARS will open the **Find PCR** dialog.

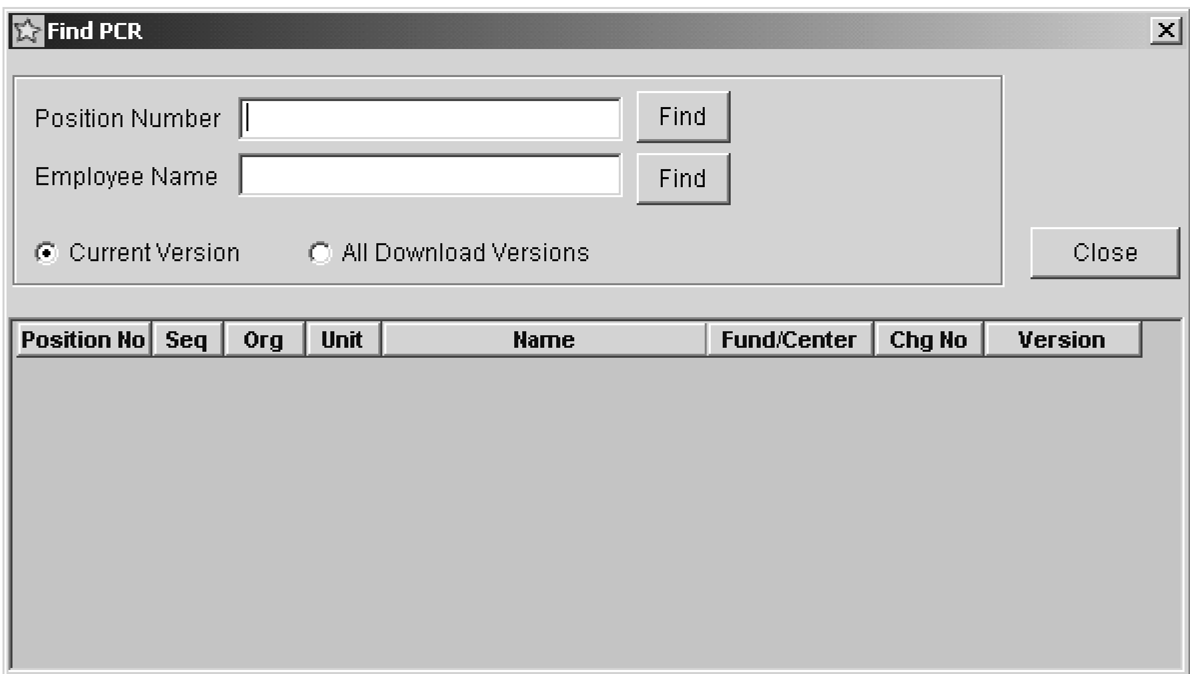


Figure 8: The Find PCR dialog

To search for a position in the current version, simply enter the position number, or the employee's name in the appropriate box, select the type of search you wish to make, and then select **Find**. You may enter partial data such as last names only or parts of names. BudSTARS will find all Position Control Records that meet your criteria and display the Position Number, Organization, Sequence, and Employee name as well as the Fund Center, Change Package Number, and Version where it was found.

Note

Position searches across all Download versions statewide can take a significant amount of time, particularly for common names like "Smith" or Jones. Likewise, partial criteria "Smi" or "Jo" will increase the amount of time required for each search.

Tip

Use the Search across all download versions option if you can't locate an existing position. It might have been assigned to an agency or fund/center that you do not have access to. If you do find one of "your" positions in another agency, you may contact your Budget Analyst to rectify the problem and spare yourself the extra work of recreating the Position Control Record.

To Finding Positions

Step	Screen	Action	Result
1	B124A-Select Authorized Position	[Find PCR]	Find PCR dialog displayed
2	Find PCR	Enter Position Number or Employee Name	
3	Find PCR	Select scope of Search (Current Version or All Download)	
4	Find PCR	[Find]	BudSTARS searches for positions and displays all positions meeting the criteria you entered

Opening Position Control Records for Data Enty

To open position Control records for Data entry, select the positions you wish to view or edit and then select the **Payplan** control button. BudSTARS will open the B124 Position Control Record Screen with the PCR(s) that you selected.

To Selecting Positions to Edit

Step	Screen	Action	Result
1	B124A-Select Authorized Position	Click on Fund/Center	Drop down menu of fund/centers displayed.
2	B124A-Select Authorized Position	Click on desired Fund/Center Note: *No Fund Center* button will get all State positions that are not associated with a Fund Center. Skip to Step 3.	Change Package listing is updated and defaults to the first on the list
2A	B124A-Select Authorized Position	Click on desired Change Package	

2B	B124A-Select Authorized Position	[Retrieve PCRs] to get the Positions in the selected Fund/Center and Change Package	Positions are retrieved and displayed
3	B124A-Select Authorized Position	Sort by Position No, Seq. Or Name by clicking on appropriate column heading	Desired sorting occurs
4	B124A-Select Authorized Position	Select one or more Positions (click, alt-Click, ctrl-click or use the Select All button)	Position or positions are highlighted. These are the positions you have selected to review and/or change as necessary.

Position Data Entry

The Position Control Record contains detailed information on the position and the person assigned to the position. The data should be reviewed for accuracy and corrected as necessary.

The Position Control Record contains the following information:

Heading

The heading at the top of the window identifies the Budgeting Agency by name, the current version, and includes the Number and Description of the Change Package associated with the displayed Position Control Record (PCR).

Position Type

The Position Type classifies the position according to how many hours and how regularly a person assigned to the position works. The technical definitions are available from State Personnel. The Following position types are available in BudSTARS are:

Position Type	Description
F	Full Time
P	Part Time
I	Intermittent
T	Temporary

Table 2: Position Types

Eligibility for benefits is in part based on Position Type.

Type	FICA/Med	Life Ins	Health	Disability	Retire-ment	Def'd Comp
F	YES	YES	YES	YES	YES	YES
P	YES				YES	YES
I	YES				YES	YES
T	YES					

Table 3: Benefit Eligibility

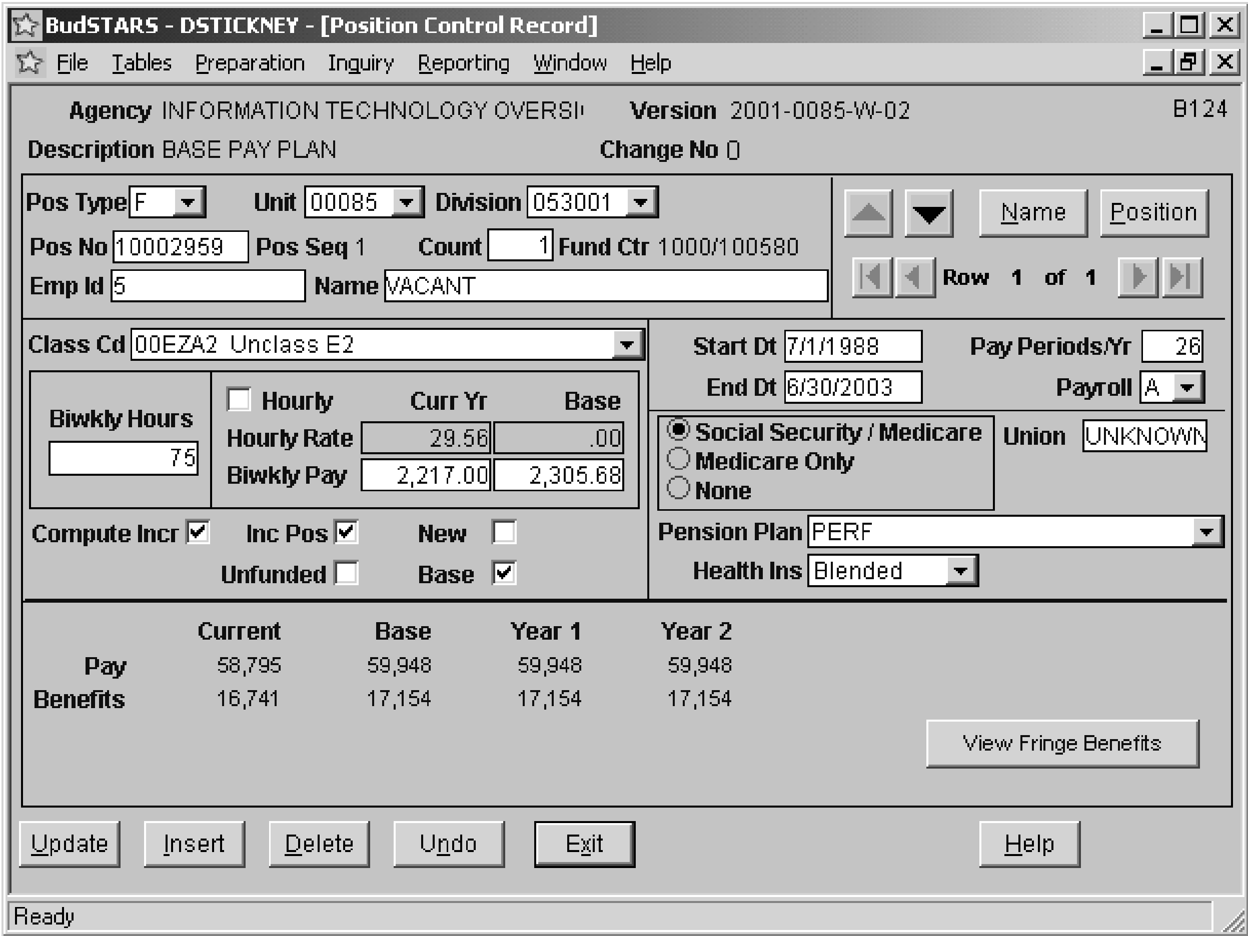


Figure 9: The Position Control Record Screen

Agency

Verify or select the Agency number that Personnel has associated with this Position. It may not be the same as the budgeting agency.

The Agency number is one third of the new State Personnel numbering scheme. Division and Position Number (Pos. No.) are the other two thirds.

Division

Verify or select the Division number for this Position. Only Divisions associated with the selected Agency are available.

The division number is one third of the new State Personnel numbering scheme. Agency and Position Number (Pos. No.). are the other two thirds.

Pos No. (Position Number)

This is the position number for this Position. The position number may be changed, however, the scope of the state staffing table is such (35,000 positions) that any changes you make *cannot .be automatically validated.* **Be very careful changing position numbers!** BudSTARS does contain a report that lists all position numbers that have been changed from the download version to assist in manual validation of position numbers.

The Position Number is one third of the new State Personnel numbering scheme: Division and Agency are the other two thirds.

Count

Enter the number of people (0 to 999) being counted in this position control record.

Typically Count is one (1). It may be more than one if a position is being used to pool a number of identical or similar positions. For example, when setting up a new facility one might be planning on hiring 15 Administrators. This could be done with a single position that has a Count of 15.

A Count of zero (0) is useful if one is using a Position Control Record to record only dollars. For example, when recording a Salary Increase one would have a Count of zero people but there would still be dollars. Another example is Overtime where again only dollars should be counted.

Count is rolled up to the Fund/Center and Agency Position Counts.

Fund/Center

The Fund/Center in which this position is budgeted. This field is displayed for informational purposes only; the Fund/Center cannot be changed from the PCR window. Return to the Position Selection window and use the instructions for the Move button to move a position from one fund/center and/or change package to another.

Emp Id (Employee ID)

Verify or enter the Employee Id for this person.

The Employee ID is the State Personnel Department's identifier for each state employee. BudSTARS will automatically assign Emp Ids for new Positions. The BudSTARS numbers will not conflict with State Personnel assigned numbers.

There are some special Employee Ids that you may use when entering new Position Control Records:

Emp Id	Name	Purpose
0		Asks the computer to assign an unused Emp Id. The name defaults to 'New' from which you may change it to a meaningful value.
5	Vacant	Identifies a position as Vacant. These positions

		are included in Vacant counts (position must also be Full Time). (See also Planned.)
6	Planned	Identifies a position as Unfilled. These positions *are not* included in Vacant counts. (See also Vacant.)
7	Overtime	A descriptive entry for a typically dollars only PCR. Count should be zero (0).
8	Salary Increase	A descriptive entry for a typically dollars only PCR. Count should be zero (0).
9	Other Dollars	A descriptive entry for a typically dollars only PCR. Count should be zero (0).

Table 4: Special Employee ID numbers

To use a special Employee ID, just change the Emp Id on the PCR. The Name will be changed accordingly.

Note Employee ID 7, 8, and 9 are not associated with a Class Code. See the note under Class Code below.

Name

Verify or enter name. The name is related to the Emp Id. When Names are changed, all Pay Plans that reference the same Employee ID will use the new Name.

Some special Employee IDs have fixed names and they cannot be changed (see Emp Id).

Note All pay plan input data is unique to each version with two exceptions; the Name and Employee ID fields. Changing the name associated with an Employee ID (and vice versa) will update the name for that Employee ID in all versions statewide.

Class Code

Click on the down arrow beside Class Code and select the appropriate code from the drop down menu. Changing Class Code will set the Pay to the Minimum of the range for the Class.

Class Code identifies the State Personnel assigned Class Code for the position. Class Codes have a designated salary range and BudSTARS will warn you when the position's salary is outside this range. Furthermore, when the Class Code is changed, the salary is changed to the minimum of the range.

Note Emp Ids 7, 8, and 9 are not associated with a Class Code so the 'Not a Class Code' code is automatically assigned and the Class settings disappear from the Window.

Salary

The salary fields allows for the entry of the employee compensation in either biweekly or hourly format. Clicking the hourly checkbox will activate the hourly compensation fields. Clearing the box activates the biweekly compensation fields. When the Biweekly fields are active the hourly fields are calculated automatically, and vice-versa. You may switch from biweekly to hourly at any time. You must enter salary figures for both the current year and the Base, even if the two are identical.

Start Date and End Date

The Start Date indicates the first day for which the position is paid. If the position is new during the budget period then the Start Date indicates the first day for the position. If the position has been in existence for some time, then using the first day of the budget's current year is fine. If the position is a part-year position, like a Lifeguard, then the Start Date is the first day for the position that extends into the planning period.

Example 1. A new position is planned for Jan 1, 2001 then the Start Date would be 1/1/2001.

Example 2. An existing position needs to be added, then the Start Date would be 7/1/2000.

Example 3. A Lifeguard position starts roughly May 20th each year and remains active for 10 weeks (5 pay periods). Then the Start Date would be coded 5/20/00 (for the 2001 budget) and No Pay Periods/Yr would be coded 5.

The End Date indicates when the position will be terminated. For positions that will continue through the budget horizon, the End Date should be the last day of the planning period (6/30/2003 for the 2001 budget).

For intermittent positions, this is still the termination date of the position. Number of Pay Periods per Year (see No Pay Periods/Yr) identifies the number of pay periods for the position for the fiscal year.

The Base and Unfunded Indicators have an impact on whether or not this position is included in the Base, Current, and Budget Years. See the examples under Base Indicator for a more complete description of how the Base Indicator, Start Date, and End Date work together.

No Pay Periods/Yr

Enter the number of pay periods for the position (26 = full year). A full-time, part-year position is created by setting the Pay Periods to the number of actual pay period the position works during the year.

Payroll

Enter the position as Payroll A or B, whichever is appropriate. The Payroll is set automatically based on the Agency default when a new position is added.

Compute Incr. (Compute Increase)

This field indicates whether the position is to be included in statewide salary contingency plans.

Inc Pos (Include Position)

This field provides the first of two methods that that you can use to remove positions from your budget request without deleting them.. Clear this checkbox if you do not wish to include this position in your budget request. Excluded positions are not included in staffing counts, and the associated salaries and fringe benefits will not be rolled up into your budget request. This allows you to exclude the position without deleting it.

Unfunded

You may choose to not fund a position while retaining it on your staffing table using this checkbox. Unfunded positions are included in staffing counts but the associated dollars are not rolled up into your budget request. This provides another method to remove a position from your funding request without deleting it.

Note

If you delete a position all data relating to that position will be lost. Only delete a position if you are certain that it no longer exists in your staffing table. If you are not absolutely sure, exclude the position, or mark it as unfunded.

New

Click on this checkbox field if the position requested is a new position.

Base

This field indicates whether a position is in the Base. If this is not checked the dollars for the position will not be included in the base calculation, and Pay and Benefits totals in the Base column at the bottom of the screen will be zero.

Start and End Date determine whether or not the spending for this Position is calculated for the Current and two Budget Years. Base Indicator only refers to the Base amount.

Example 1: A position with the Base Ind checked and a Start Date of 7/1/2000 and an End Date of 6/30/2001 will be included in the Base and Current Years but will not be included in Year 1 and Year 2. This position will appear as a Decrease against the Base in both Budget Years.

Example 2: Same as previous example but the Base Ind is unchecked. Then the position will be included in the Current Year but will not be included in the Base or either of the Budget Years. This position will result in neither an Increase nor a Decrease against the Base in the Budget Years.

Example 3: Same as previous example but the End Date is 6/30/2002. Then the position will be included in the Current Year and the First Budget Year but it will not appear in the Base Year and not in the Second Budget Year. So this position will appear as an Increase against the Base in Year 1 only.

Example 4:. Same as previous example but the Base Ind is once again checked. Now the position will be included in the Current, Base, and First Budget Years but will not be in the Second Budget Year. So this position will appear as a Decrease against the Base in Year 2.

Social Security / Medicare

Check which option the position receives. Used primarily by agencies which budget for salaries and fringe benefits in separate accounts.

Pension Plan

Click on the down arrow beside Pension Plan and select the appropriate code from the drop down menu.

Retirement Code	Retirement Program	Employer Contribution Rate
1	PERF	9.60%
2	TRF	11.50%
3	Judges	0.00%
4	Prosecutors	0.00%
5	Conservation and Excise	17.60%
6	State Police	0.00%
10	No Retirement	0.00%

Table 5: Pension Plan Codes

Health Ins

Indicate whether the position will have a single, blended or family health insurance plan. Blended would be used for unfilled (but budgeted) positions, or new positions.

A summary of the Pay and Benefits for Current, Base, Year 1, and Year 2 appears at the bottom of the window. These values are calculated from the position information above. They cannot be changed directly.

Note

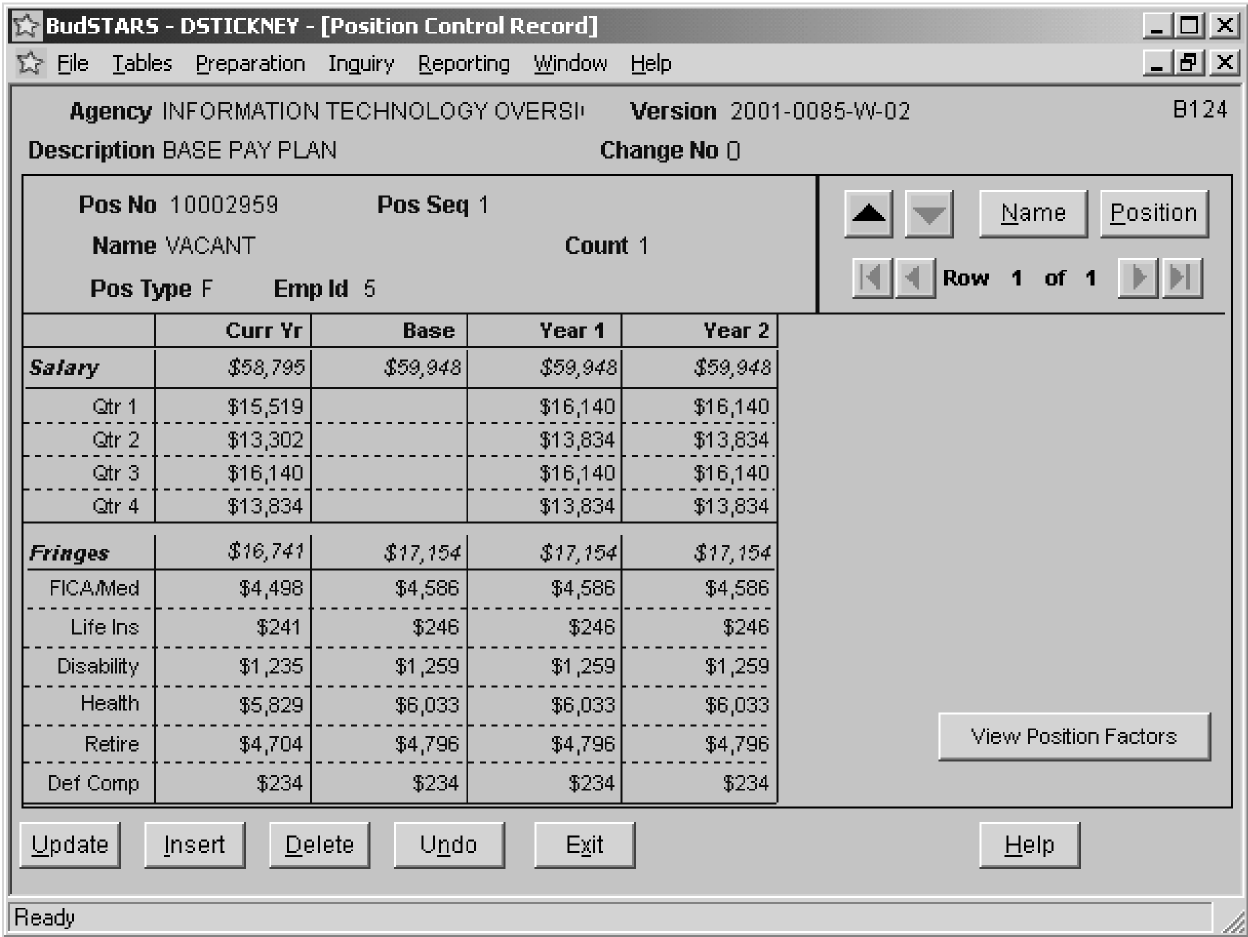
The data in the Pay Plan will be rolled up to the Budget when the Position Control Record item on the Budget Checklist is changed from Incomplete to Complete.

Auditing Fringe Benefit Information

The Position control Record Screen has two pages. Additional information about the Position is available by pressing the either the Page down or **View Fringe Benefits** Buttons. The window changes to display the second page of the screen.

The upper half of this page lists the total salary along with a quarterly breakdown for the Current Year, Base, and the two Budget Request Years. The. lower section lists the total fringe benefits along with a category breakdown for the same years.

None of the information on this page of the PCR can be changed directly. These numbers are determined by the settings on the first page.



	Curr Yr	Base	Year 1	Year 2
Salary	*$58,795*	*$59,948*	*$59,948*	*$59,948*
Qtr 1	$15,519		$16,140	$16,140
Qtr 2	$13,302		$13,834	$13,834
Qtr 3	$16,140		$16,140	$16,140
Qtr 4	$13,834		$13,834	$13,834
Fringes	*$16,741*	*$17,154*	*$17,154*	*$17,154*
FICA/Med	$4,498	$4,586	$4,586	$4,586
Life Ins	$241	$246	$246	$246
Disability	$1,235	$1,259	$1,259	$1,259
Health	$5,829	$6,033	$6,033	$6,033
Retire	$4,704	$4,796	$4,796	$4,796
Def Comp	$234	$234	$234	$234

Figure 10: Position Control Record Screen - Second Page

Maintaining Position Control Records (PCRs).

Step	Screen	Action	Result
1	B124-Position Control Record	Check data in each cell.	If there are any errors do the following:
2	B124-Position Control Record	(Click) on cell. (Hit) Backspace key	Cell will empty.
3	B124-Position Control Record	Insert correct data in cell.	Calculated fields will recalculate reflecting value changes
4	B124-Position Control Record	(Click) on next incorrect cell and repeat steps.	Some cells have drop down arrows.
5	B124-Position Control Record	(Click) on arrow.	Drop down menu displayed
6	B124-Position Control Record	(Select) correct menu item	Cell will be filled with selected item

7	B124-Position Control Record	Note on changing biweekly salaries: (Click) on a biweekly current or base salary dot	Corresponding cell with biweekly value emerges
8	B124-Position Control Record	(Click) on salary value cell	Cell highlighted
9	B124-Position Control Record	(Hit) Backspace key	Cell will empty.
10	B124-Position Control Record	Insert appropriate data and (click) on another cell	Calculated fields will recalculate reflecting value changes. If salary is outside class code range information messages will appear to this effect.
11	B124-Position Control Record	[OK] for these messages	Information messages will disappear.
12	B124-Position Control Record	When all information cells are correct[Update]	Update screen will ask if you wish the update to be saved.
13	B124-Position Control Record	[Yes] or [No] as appropriate	If Yes, Save Successful screen will appear
14	B124-Position Control Record	[OK]	Returns you to the B124 screen. Ready to work on the next position.
15	B124-Position Control Record	[Exit]	Returns you to B124A Select Authorized Position.
16	B124A-Select Authorized Position	Options: Select another Position and repeat steps 8-23; or select several Position's by highlighting the Positions desired while (hitting) the shift key at the same time; or [Select All]	All positions listed will be highlighted.
17	B124A-Select Authorized Position	[Payplan]. Note: Select All for a fund/center with many positions may take a long time to complete.	Position Control Screens for all selected positions will be loaded and the first Position Control Record (B124) will be displayed.
18	B124 Position Control Record	To move from one position screen to another when multiple positions	

		have been selected:	
19	B124 Position Control Record	(Click) on forward arrow in upper right corner	Next position screen displayed.
20	B124 Position Control Record	(Click) on backward arrow	Previous position screen displayed
21	B124 Position Control Record	Other options: [Name] in upper right corner	Selected positions displayed.
22	B124 Position Control Record	(Click) by desired name and then [Select]	Position Control Record displayed.
23	B124 Position Control Record	Or, in upper right corner [Position]	Selected positions displayed.
24	B124 Position Control Record	(Click) by desired position and then [Select]	Position Control Record displayed.
25	B124 Position Control Record	Repeat steps 8-23.	Positions reviewed and corrected.
26	B124 Position Control Record	If information is correct [Update]	Question screen will appear. Do you wish to update? Yes, No.
27	B124 Position Control Record	[Yes] or [No] as appropriate	If Yes was clicked Information screen should appear. Update was successful.
28	B124 Position Control Record	If no update is desired [Undo].	Question screen will appear. Do you wish to undo? Yes, No. If yes position information will be removed.
29	B124 Position Control Record	To check the lower half of the Position Control Record (click) on the down arrow in the upper right corner	The lower half of the screen will display the calculations for salary and fringe benefits for the position, including the salary and wages impact by quarter for the Current Year and each of the budget years. This data is for information only. No data can be changed.
30	B124 Position Control Record	To return to the upper half of the Position Control Record (click) on the up arrow in the upper right corner	The upper half of the screen will be displayed

31	B124 Position Control Record	Once all Position Control Records are completed [Exit]	Returns you to Select Authorized Position (B124A)
32	B124A Select Authorized Position	[Exit]	Returns you to the Main Menu (B002)

Adding Positions

All new positions must be added through a Change Package. They should not be added to the Base Staffing Table Change Package. See Step 4: Enter/Edit Base Adjustments for the steps used to create a Change Package. To add a new position, select the Fund/Center and Change Package and use the [Payplan] button to open the Pay Plan input screen. The new positions can then be added to the Fund Center and Change Package using the [Insert] button on the B124 Pay Plan input screen.

To begin the process of adding a position, choose the Position Control Record menu option off Preparation/Payroll menu. The Select Authorized Position screen (B124A) will appear. Click on the **INSERT** command button to begin adding the new position. BudSTARS will present you with a new position record. Once you have a new blank record, simply fill in data as necessary.

Default Values

In order to speed the process, BudSTARS inserts the several default values default values when you add a new position:

- **Postion Type** will default to Full time.
- **Unit** and **Division** will default to the unit and division assigned to the current fund center.
- A **Postion Number** will be generated automatically. You may accept this automatically generated number, or modify it.
- **Count** will be set to one.
- **Employee ID** will be set to 6 and **Name** will be set to Planned. See the detailed description of the Employee ID field above for a full description of the special Employee IDs
- **Start Date** and **End Date** will be set to the beginning and ending dates of the budget biennium, respectively.
- **Pay Periods/Yea**r will be set to 26
- **Payrol**l will be set to A
- **Biweekly Hours** will be set to 75
- **Social Security** will be set to Social Security/Medicare
- **Union** will be set to Unknown.
- **Pension Plan** will be set to PERF
- **Health Insurance** will be set to Blended
- **Compute Increase** defaults to True (checked)

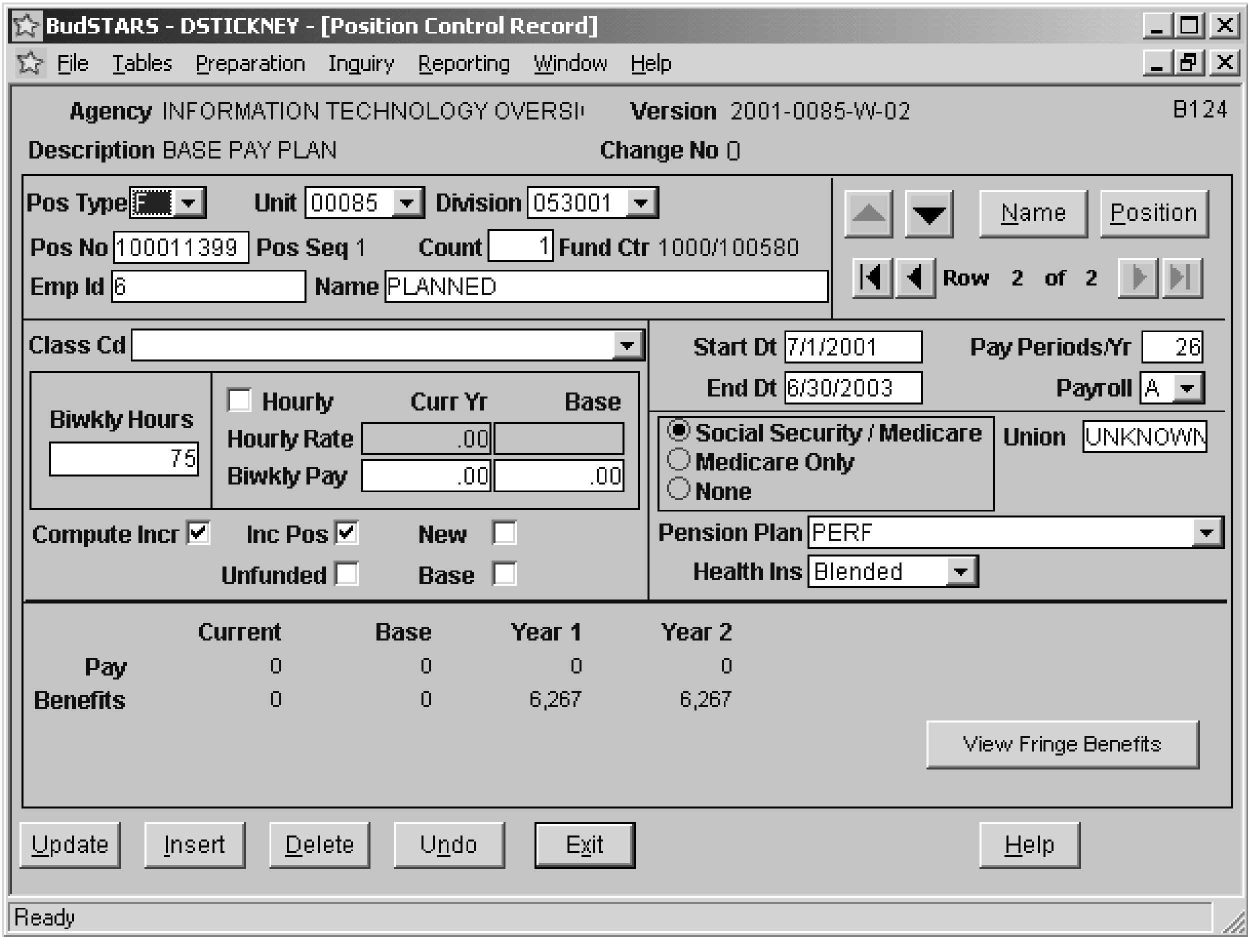


Figure 11: Adding A New Position, Showing Defaults

Tip

You must use Insert to add a position. Altering the fields of another position will not result in a new position added, but will cause an error.

Adding a New Position Control Record

Step	Screen	Action	Result
1	B124A Select Authorized Position	(Click) on Fund/Center	Drop down menu of fund/centers displayed
2	B124A Select Authorized Position	(Click) on desired Fund/Center	Change Package listing is updated and defaults to the first on the list.
3	B124A Select Authorized Position	(Click) on desired Change Package	Desired Change Package will be selected.

		Note: If the Package you are looking for is not on the list it may be in a different Fund/Center.	
4	B124A Select Authorized Position	[Payplan]	The Position Control Screen (B124) will appear. There will be no record shown, just a series of action buttons.
5	B124 Position Control Record	To add a position: On the Position Control Record screen [Insert]	A blank Position Control Screen will be displayed.
2	B124 Position Control Record	[Pos Type]	Drop down menu appears
3	B124 Position Control Record	Select position type (F- full-time, P-Part-time etc.) and (click)	Position type will appear and other cells will become available to add information.
4	B124 Position Control Record	Add appropriate information to other cells including salary cells. Then (click) on another cell.	Calculated cells will calculate based on information provided.
5	B124 Position Control Record	Check your information and data to see that you have the desired results.	
6	B124 Position Control Record	(Click) on down arrow in upper right corner	Second half of B124 screen is displayed showing quarterly salary distributions.
7	B124 Position Control Record	If information is correct [Update]	Question screen will appear. Do you wish to update? Yes, No.
8	B124 Position Control Record	[Yes] or [No] as appropriate	If Yes was clicked Information screen should appear. Update was successful.
9	B124 Position Control Record	If no update is desired [Undo]	Question screen will appear. Do you wish to undo? Yes, No. If yes position information will be removed.
10	B124 Position Control Record	(Click) on up arrow in upper right corner	Returns you to the upper half of the B124 screen.
11	B124 Position Control Record	Once all Position Control Records are completed [Exit]	Returns you to Select Authorized Position (B124A)

12	B124A Select Authorized Position	[Exit]	Returns you to the Main Menu (B002)

Deleting Positions

BudSTARS allows you to delete Position Control Records, though it is strongly recommended that you avoid doing so. Deleted PCRs are gone and cannot be restored—they must be recreated from scratch. BudSTARS offers three methods that allow you to eliminate a Postion Control Record from your budget totals without deleting it. These methods are:

- Moving the PCR out of a Fund/Center (See Moving Positions: on page 26 for details)
- Flagging the PCR as excluded (See the Inc Pos (Include Position) indicator on page 34 for details
- Flagging the Position as Unfunded using the Unfunded indicator (See the **Unfunded** indicator on page 34 for details)

If you must delete a position record, the steps to follow are simple. Open the record to be deleted in the position control record window and select the **Delete** command button. The position control record will be deleted. You may undo this deletion with the undo button. Updating the data will make the deletion permanent.

Deleting a Position Control Record

Step	Screen	Action	Result
1	B124 Position Control Record	To delete a position: after selecting the desired Position Control Record [Delete]	Position Control Record is deleted and the next Position Control Record is displayed.
2	B124 Position Control Record	To reverse the deletion [Undo]	Undo Question - Do you wish to undo?
3	B124 Position Control Record	[Yes] or [No] as desired.	If Yes, record will be restored. If No you are returned to the next Position Control Record.
4	B124 Position Control Record	Once the deletions are completed [Update]	Question screen will appear. Do you wish to update? Yes, No.
5	B124 Position Control Record	[Yes] or [No] as appropriate	If Yes was clicked Information screen should appear. Update was successful.
6	B124 Position Control Record	If no update is desired (click) on Undo.	Question screen will appear. Do you wish to undo? Yes, No. If yes position information will be removed.

8	B124 Position Control Record	Once all Position Control Records are completed [Exit]	Returns you to Select Authorized Position (B124A)
9	B124A Select Authorized Position	[Exit]	Returns you to the Main Menu (B002)

Completing the Personal Services Budget Request

To complete the Personal Services portion of the Budget Request, return to the Budget Control Checklist and reset the Status control for the Position Control Record to *Complete*. BudSTARS will validate the personal services data, "roll-up" the total salary and fringe benefits costs, and enter the resulting totals under the appropriate minor object codes in the Budget request. You are now ready to proceed to Step 3.

Step 3: Enter/Edit the Expenditure Request

The Funding Request is organized into nine categories known as Major Objects, or "Points" Each major object is in turn composed of two parts, an Expenditure Request, subdivided into one or more minor objects, and Funding Source information, entered at the source level. Historical expenditure information is downloaded into BudSTARS from the accounting system at the minor object level.

Note

You must set the status indicator for the Position Control Record Screen to "**Complete**" to roll up your Personal Services request and insert the appropriate salary and benefit objects into Point One of the funding request.

The Expenditure Request is entered using three screens:

The **Open Funding Request Screen allows** you to select Fund/Centers to work with. There will be a separate funding request for each Fund/Center

The **Funding Request Screen** summarizes each Funding Request by Major Point and Funding Source and allows you to choose a major point to view in greater detail.

The **Funding Request Detail Screen** provides an Object Level View of the selected Major Point and allows you to enter Budget Request and Funding source information.

Opening the Funding Request

To open the **Funding Request** for a specific fund/center, choose Funding Request from either the Preparation menu or the Budget Control Checklist. BudSTARS will respond by opening the Open Funding Request Screen.

The Open Funding Request screen displays a list of all of the Fund/Centers that you are authorized to access, along with their names and reporting levels. You must select a Fund/Center from this list in order to edit it. The list is sorted in Fund/Center order.

Note

The first few Fund/Centers on the list may have fund number 0100. These are Capital Fund Centers and may not be used for operating budgets. You may not make any operating fund entries into the capital fund/centers..

To open a Funding Request, either double click on the appropriate line or highlight the Funding Request and click the **Open** button. You may only open one funding request at a time. BudSTARS will respond by opening the Funding Request Summary window with the Fund/Center that you have selected.

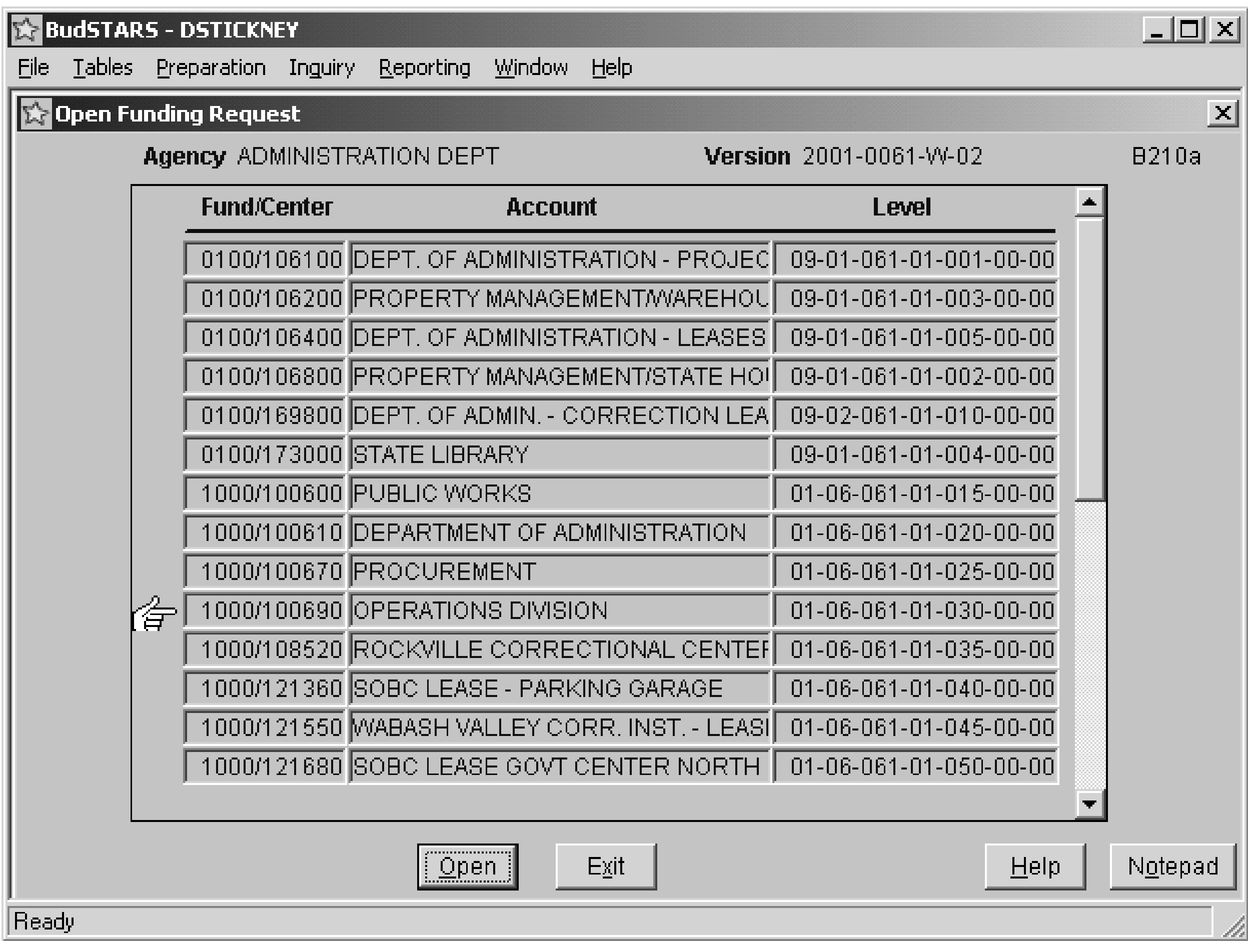


Figure 12: The Open Funding Request Window

To Opening a Funding Request

Step	Screen	Action	Result

1	B200-Budget Control Checklist	Double click Funding Request or Highlight Funding Request and [Go to Screen]	Displays B210a—Open Funding Request
2	B210a—Open Funding Request	Double click Account or Highlight Account and [Open]	Displays B210—Funding Request Summary

The Funding Request Window

The Funding Request screen summarizes each Budget Request. Each Budget Request consists of a list of planned expenditures and the source of funds for the Fund/Center. Expenditures are entered at the spending object level. Funding is entered on the Funding Source level. All Expenditure and Funding data is entered using the Funding Request Detail Screen. However, for now we will concern ourselves solely with the Expenditure request data located in the top panel of the Funding Request
Screens.

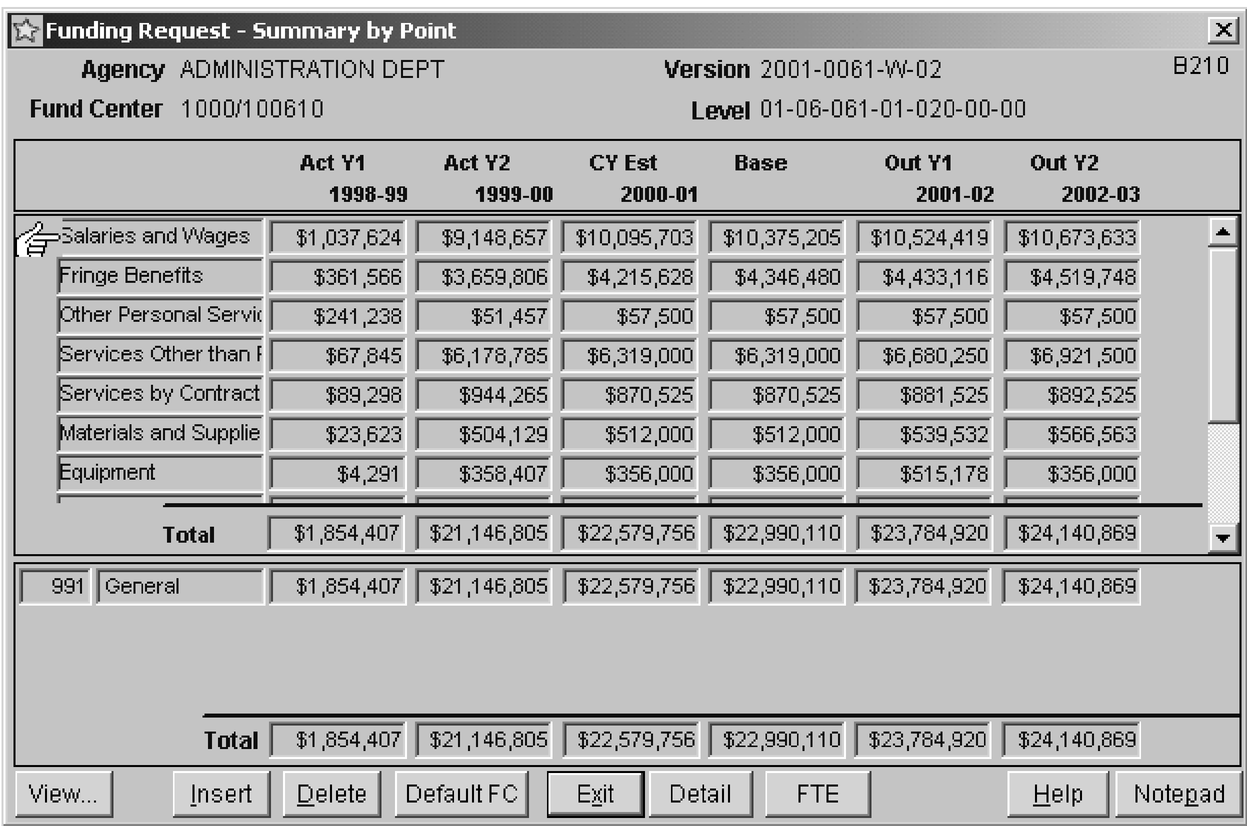


Figure 13 The Funding Request Screen

The Funding Request screen is configurable. You may select which columns you wish to view, the order in which these columns are presented, and the manner in which the views are organized. These additional viewing options may be selected using the **View** button at the lower left corner of the screen. This screen allows you to select one of three views of the funding request. You may go directly to the funding request detail from any view.

Viewing the Total Summary by Major Point (default)

The default view summarizes each budget request by Major Object (Point) and Funding Source. It allows you to choose a major point to view or edit. This view displays all five Budget Years

Viewing Major Points by Change Package

The Points by Change Package view displays Expenditure and Funding request data for the two budget request years only, organized by change package. All major points that have expenditure or funding data associated with a change package are listed under that change package. See **Change Package Views** on page 58 for full details on change package views

Viewing Change Packages by Major Point

The Change Package by Points view displays Expenditure and Funding request data for the two budget request years only, organized by Major Point. All Change packages with expenditure or funding data associated with them are listed under the Major Points

Selecting Columns to View:

By default, both the Summary by Point view and the Funding Request Detail Screen display the five Budget Years mandated by Statute. However, additional columns, including Historical Appropriation Data, are available to help users enter or analyze funding requests. Columns may also be re-ordered. You must select six columns at all times.

Opening the Budget Request Detail

Actually Budget Entry and Editing takes place at the Major Object level on the Funding Request Detail screen. To open the Budget Request detail screen, you may either select the Object and click the **Detail** command button or double click on the object itself. BudSTARS will prompt you to select a change package if one or more exists and if none are currently selected.

Note

BudSTARS will prompt you to select a change package whenever you open the Funding Request detail screen if more than one change package is available and no change package is currently selected. You do not need to select a change package to enter the Current Year Estimate or the Base.

Editing a Major Point: The Funding Request Detail Window

The Funding Request Detail Screen Displays all of the Expenditure and funding information for the selected Major Point. The upper panel of the screen lists all of the objects that have had expenditures during the two years of actual expenditures while the bottom panel of the screen lists the source of funds for this point.

The Funding Request Detail screen will display the same columns selected for the Funding Request Screen. If you wish to change the columns viewed on the Funding Request Detail Screen, return to the Funding Request screen using the Exit button and use the **View** button on the Funding Request Screen to change your column selection.

Note

Only those objects and funding sources with historical information will be displayed initially.. You may enter additional objects, and funding sources, as you need them. See the appropriate help topics below for further information.

Entering the Current Year Estimate and Base in the Funding Request Detail window:

The first entries that you must make in the Funding Request Detail are the **Current Year Estimate** and the **Base.**

The **Current Year Estimate** is the total estimated expenditures for the current fiscal year. It is considered an estimate because the books will not be closed on the current year until after the budget process is completed. Enter the amount of funds that you expect to spend for each minor object in the current year. The total current year estimate for each major point must exceed the total amount that you have spent under that Major Point in the current fiscal year but may not exceed the total funds allotted to that Major Point. The two years of actual expenditure data should provide a good indication of what the current year estimate should be.

The Budget **Base** is the annualized cost of providing existing approved programs, services and activities at current price levels, subject to policy and fiscal constraints. The Base represents a hypothetical year's worth of expenditures. Put another way, the Base is the total amount of funds your agency would require to fund everything that you are doing now for one year, qualified by the overall amount of funding available

Note

The Budget Base is set by the Budget Agency and will vary for each Budget Cycle. Instructions on how to develop the Budget Base will be included in the Budget policy instructions.

To complete your expenditure request, enter a dollar amount in the Base Column for each minor object that you wish to fund in the coming budget cycle. Remember that you are not restricted to the minor objects that had activity in the two years of actual expenditures. The total amount of the Base may not exceed the total amount allowed by the Budget Policy Instructions. The numbers that you have entered will automatically be entered into the columns for the two budget request years.

Note

You cannot enter data in any minor object that is rolled up from a sub-schedule. This includes all personnel objects (except 1098 and 1099) in versions that have detailed personnel records and all capital objects in versions that have associated capital projects.

To Editing a Funding Request

Step	Screen	Action	Result
1	B200-Budget Control Checklist	Double click Funding Request or Highlight Funding Request and [Go to Screen]	Displays B210a—Open Funding Request

2	B210a—Open Funding Request	Double click Account or Highlight Account and [Open]	Displays B210—Funding Request
3	B210—Funding Request	Double click the Major Point or Highlight the Major Point and [Detail]	Displays B211—Funding Request Detail
4	B211—Funding Request Detail	Fill in Curr. Yr. Est. and Base boxes	
5	B211—Funding Request Detail	[Update]	Work saved and Base will copy to Request Y1 and Request Y2
6	B211—Funding Request Detail	Repeat for each Major Point	
7	B211—Funding Request Detail	[Exit]	Displays B210—Funding Request

Inserting a New Major Point

There may be situations where the Budget for the Next Biennium requires you to expend funds in Major Points that do not have any historical expenditures. In order to enter these budget requests, you must insert a new Major Point. Major points may only be inserted from the Funding Request summary screen

To Insert a major point, select the **Insert** button on Funding Request Screen. A new, blank line will be inserted. Select the Major Point category from the drop down menu. Note that Point 1, personal Services, is divided into four subcategories: FTE, Salaries and Wages, Fringe Benefits, and Other Personal Services. Once you have inserted the new Major point, open the Funding Request Detail to edit it. Newly inserted points have no historical expenditures so you must insert all objects required for data entry.

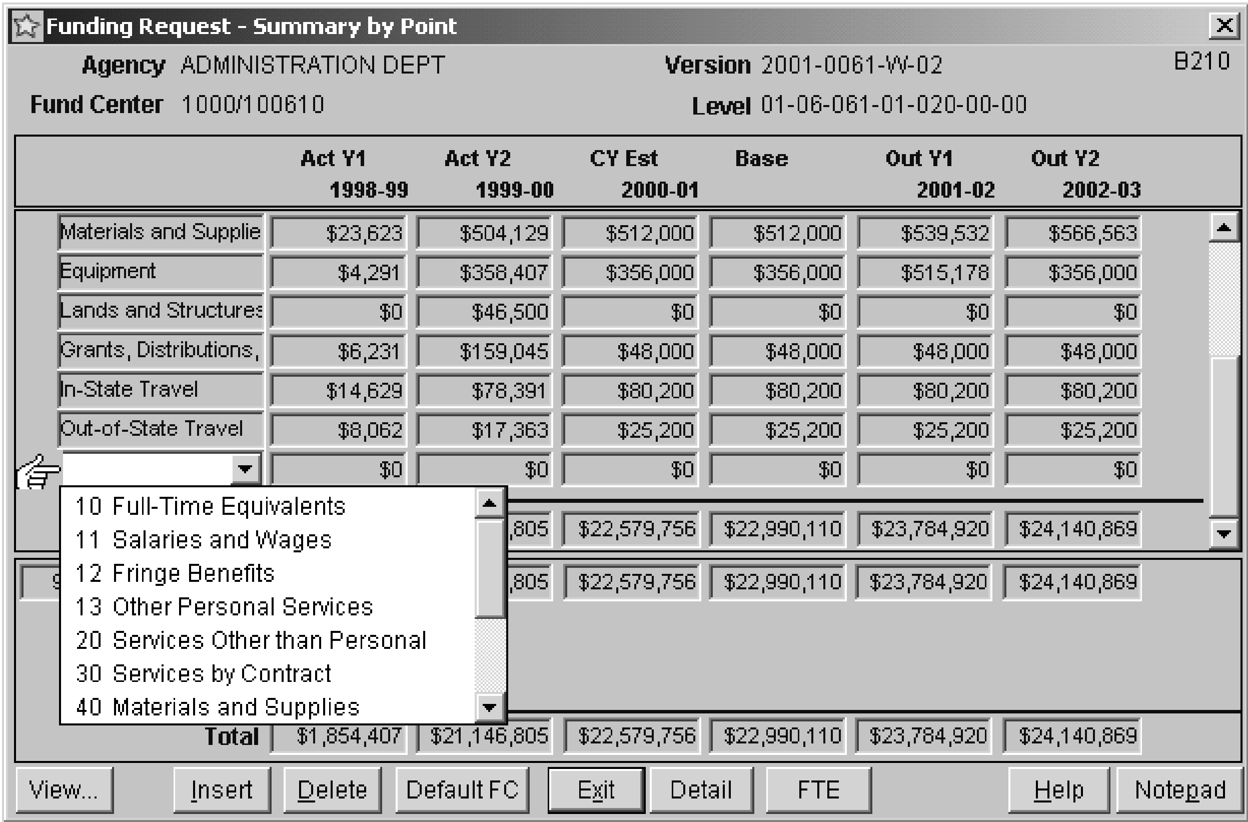


Figure 14: Inserting a new Major Point

Note

You cannot enter a new major point that duplicates an existing major point entry..

To Inserting a New Major Point

Step	Screen	Action	Result
1	B200-Budget Control Checklist	Double click Funding Request or Highlight Funding Request and [Go to Screen]	Displays B210a—Open Funding Request
2	B210a—Open Funding Request	Double click Account or Highlight Account and [Open]	Displays B210—Funding Request
3	B210--Funding Request Screen	[Insert] on the bottom left corner of the screen.	A new point should be inserted

Inserting A New Object

Just as you may need to insert a new Major Point, you may also need to insert new Minor Object. To insert a new minor object, select an existing minor object record, and click the **Insert** Command Button. BudSTARS will insert a new, blank minor object record. Select the appropriate object number and name from the drop-down menu and enter the appropriate figures in the Current Year Estimate (if applicable) and the Base.

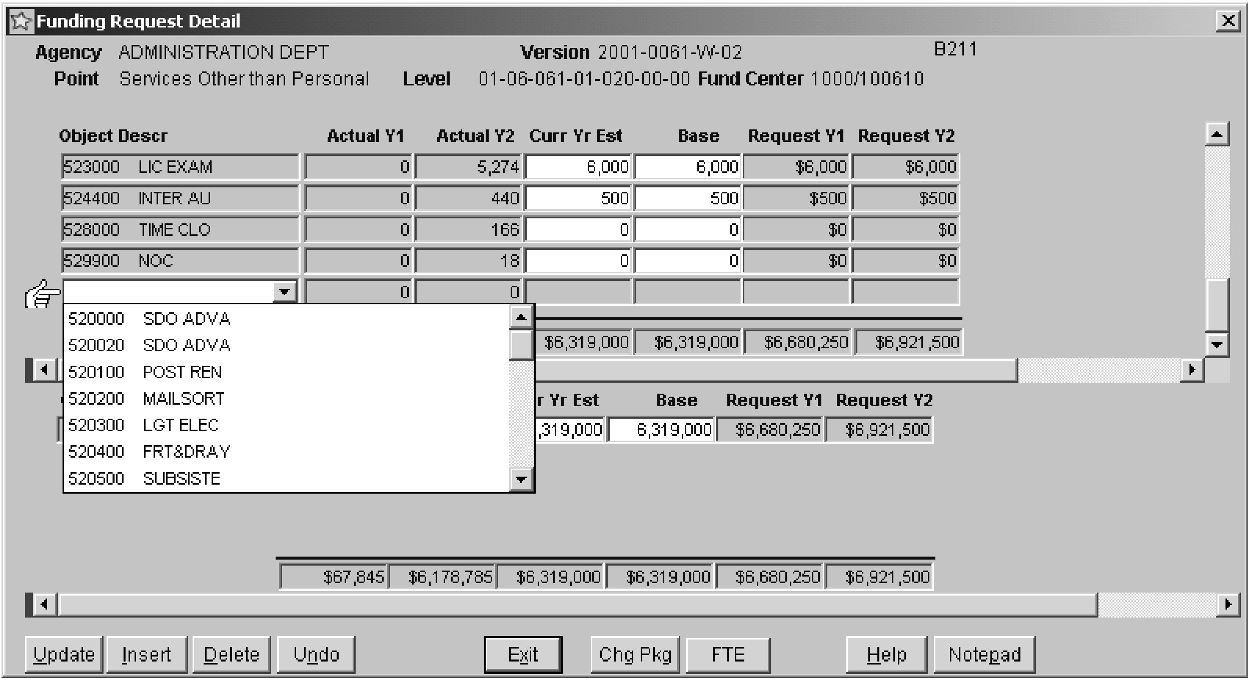


Figure 15: Inserting a New Minor Object

Note

You cannot enter a new Minor Object that duplicates an existing Minor Object Entry.

To Inserting a New Minor Object Entry.

Step	Screen	Action	Result
1	B210--Funding Request	Double Click the Major Point or Highlight the Major Point and [Detail]	Displays B211--Funding Request Detail
2	B211--Funding Request Detail	To insert a new object, [Insert]	Displays Object Descr drop down menu
3	Object Descr Drop Down Menu	Click on arrow to display objects and highlight the object to be added	Adds new object line
4	B211--Funding Request Detail	For the new object line, fill in Curr. Yr. Est and Base boxes	

5	B211--Funding Request Detail	[Update]	Work saved and Base will copy to Request Y1 and Y2
6	B211--Funding Request Detail	Repeat Steps 2-5 as needed	
7	B211--Funding Request Detail	[Exit]	Displays B210--Funding Request

Step 4: Enter/Edit Base Adjustments

Now that the Current Year Estimate and Base have been entered, the next step is to enter any Base Adjustments such as new or expanded programs. These Base Adjustments should be made using **Change Packages.**

Change Packages are used any time you make an adjustment to the Base. Change Packages may be defined for additions, deletions, expansions or changes to existing agency base expenditures for current or new services. A change package may also include Staffing table changes. Change Packages have two components: A text description of the change, and the associated dollar changes to the base budget.

Important things to remember about change packages:

- BudSTARS v.3 does not include or require a default change package
- All reporting levels containing positions will have a special change package # 0, **Base Pay Plan**, that contains the base staffing table. This change package is for position date only and may not be viewed, modified or deleted using the Funding Request or Budget Change description screens.
- Change packages are specific to reporting levels.
- You can add as many change packages as you need.
- You may exclude change packages without deleting them. Excluded change packages are not rolled into budget totals.
- Adding a change package to one reporting level does not add it to all reporting levels.

Tip

Try to use consistent change package numbers and descriptions for all of your Fund/Centers. This will make it easier to make corresponding changes If a budget change encompasses more than one Fund/Center

Creating and Using Change Packages

Users may add Change Packages by opening the **Budget Change Description** Window from the **Tables** menu. or by using the **New** button on the Change Package selector that opens when you

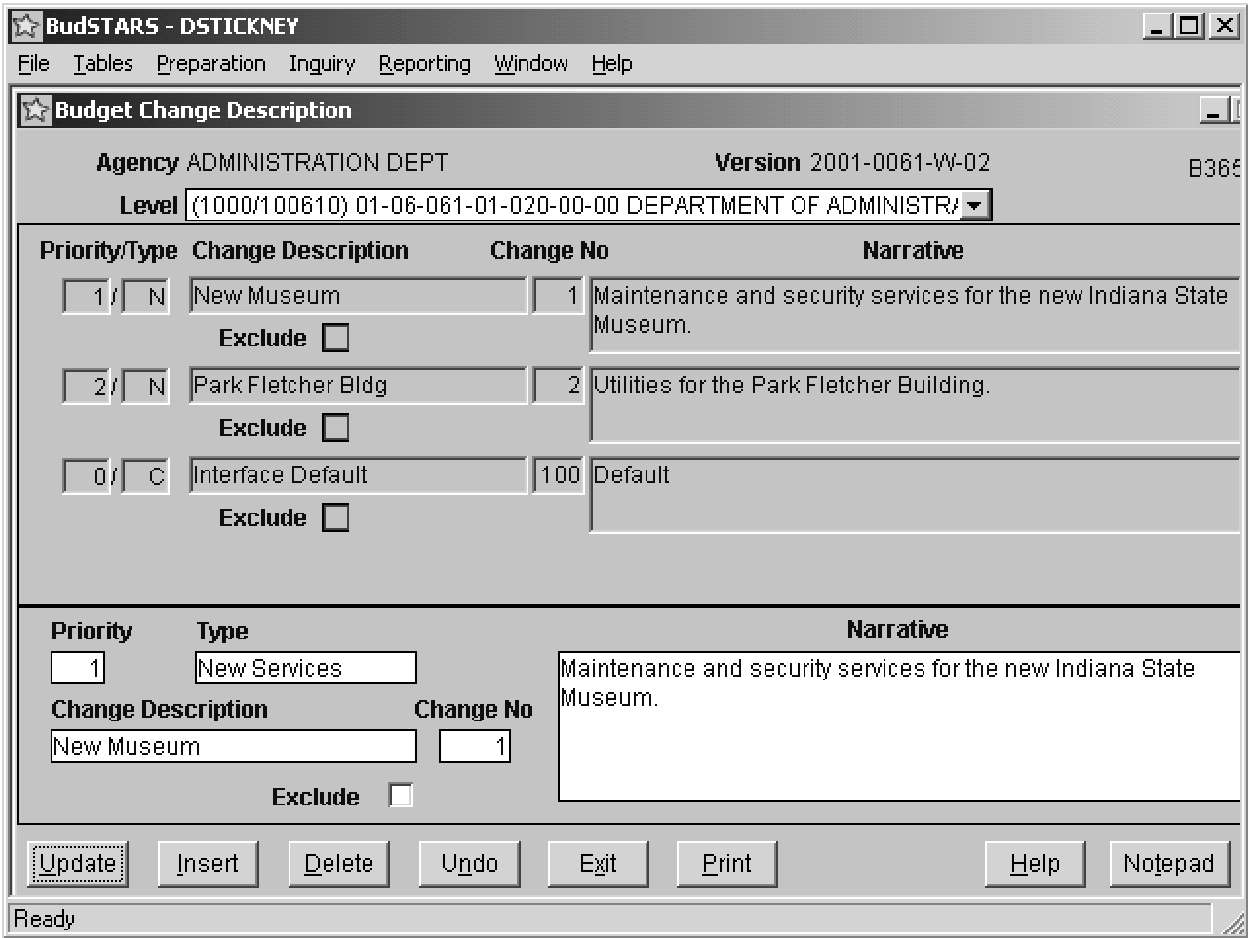


Figure 16: The Budget Change Description Window

click the **Chg Pkg** button on the Funding Request screen. However, once created, they can only be edited, excluded, or deleted using the Budget Change Description screen. Dollar amounts are assigned to change packages on the Funding Request Detail Screen. New or existing staffing table entries may be associated with change packages using the Select Authorized Position Screen.

Creating a Change Package

To create a Change Package, Open the Budget Change Description window and click the **Insert** Button. Enter the Priority, Type (New or Current Service), Change Number (Change No.) and Narrative Description in the appropriate Fields. Select the **Update** Button to save your changes when you are done.

Change Numbers

Budget Managers should consider the selection of Change Numbers carefully.

No two change packages can have the same Change Number in any given Fund Center. But the same Change Number may be used in two different Fund Centers.

A Budget Manager might want to use the same Change Number in each of their Fund Centers to cover the same purpose. For example, an Agency-wide Staffing Reorganization might result in Increases in some Fund Centers and Decreases in others. By assigning a common Change Number for Staffing Reorganization in each of the Fund Centers, it might be easier to review and discuss the impact of this New Program.

To Creating Change Packagess

Step	Screen	Action	Result
1	Main	Select Budget Change Description from the Tables menu	Displays B365--Budget Change Description
2	B365--Budget Change Description	Select budget level.	Allows User to select specific account.
3	B365--Budget Change Description	[INSERT]	New Change Package appears at bottom of screen
4	B365--Budget Change Description	Enter priority	Priority entered
5	B365--Budget Change Description	Enter type of change in dropdown box. If program is new, select "New Services". If program is a base adjustment select "Current Services"	Type of program is displayed
6	B365--Budget Change Description	Enter Change Description	Change Description is displayed
7	B365--Budget Change Description	Enter Change Number See Note below about selecting a Change Number.	Change number is displayed
8	B365--Budget Change Description	Options - Analyst Ind and Exclude **Exclude:** the Package, in its entirety, is removed from consideration in the Budget. The data is not deleted, it is just marked as excluded from consideration. **Analyst Ind:** reserved for future use.	If selected, a check will appear in the appropriate box(es)

		These indicators are available to Budget Managers but not to Fund Center Budget preparers.	
9	B365--Budget Change Description	Enter narrative description of change. A description is required when the Funding Request is completed on the Budget Control Checklist (see Chapter 5 Submitting the Budget).	Narrative description is displayed
10	B365--Budget Change Description	[UPDATE]	Saves all changes and allows the user to select this package in the Funding Request and Pay Plan Maintenance (see Section B) screens
11	B365--Budget Change Description	[Exit]	Displays B002--Main Menu

Selecting a Change Package

To select a change package, or change the current change package selection, click the **Chg Pkg** button on the Funding Request Detail Screen. This will open the Change package selection window. This displays all of the currently available change packages, and also allows you to create a new change package if you so desire

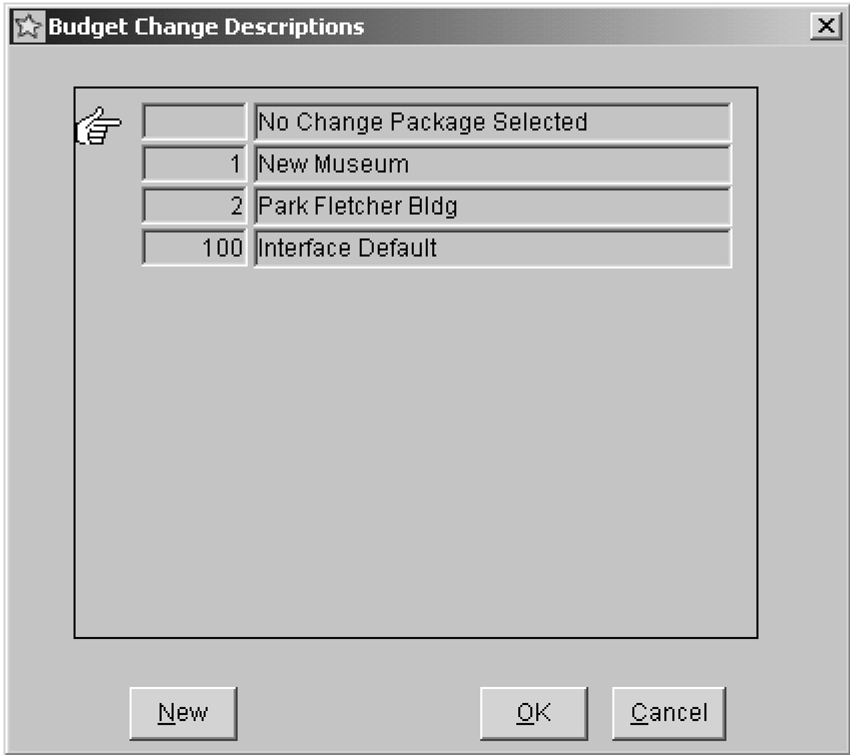


Figure 17: Change Package Selection Window.

Note

BudSTARS will prompt you to select a change package whenever you open the Funding Request detail screen if more than one change package is available and no change package is currently selected and

Once you have selected a change package, you will be returned to the Funding Request Detail screen. The number and title of the currently selected change package will be displayed in the upper right hand side of the screen. You will also note that that four additional columns have been added to the screen:

Change Package Year 1 (Chg Pkg Y1)

The dollar amounts assigned to each minor object for the currently selected change package for the first Budget Request year.

Change Package Year 2 (Chg Pkg Y2)

The dollar amounts s assigned to each minor object for the currently selected change package for the second Budget Request year.

Total Changes Year 1 (Tot Chgs Y1)

The total dollar amount assigned to each minor point in all change packages for the first Budget Request year

Total Changes Year 2 (Tot Chgs Y2)

The total dollar amount assigned to each minor point in all change packages for the second Budget Request year

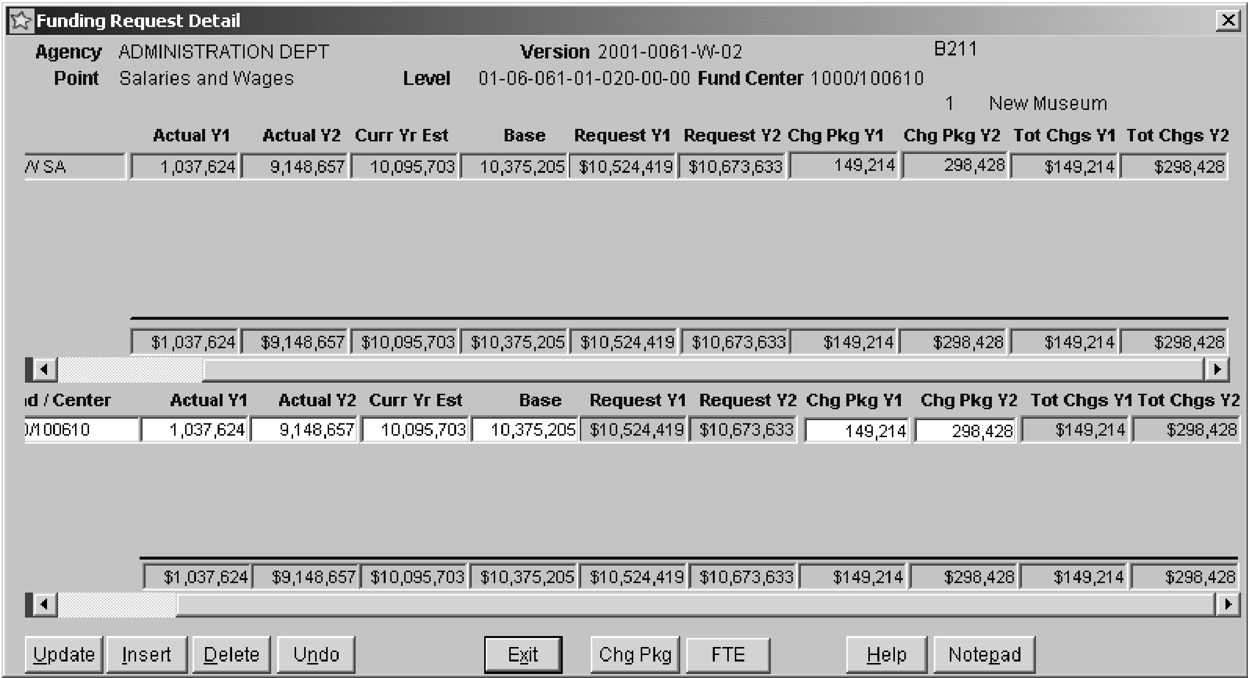


Figure 18: Funding Request Detail with change package selected

To Selecting a Change Package

Step	Screen	Action	Result
1	B211--Funding Request Detail	Click on [Chg Pkg]	Displays Change Package Selection window.
2	Change Package Selection window	Select Change package and Click [OK]	BudSTARS returns to Funding Request Detail displaying current change package

Editing a Change Package

Once a change package has been selected you may edit it. Change packages are used to enter all changes from the base – positive or negative. To enter a number into a change package, simply select or insert a minor object and enter the change into the appropriate year. BudSTARS will automatically make the necessary adjustments to the Two Budget Request columns and the two Total Change columns

Figure 19 shows a change package being edited. Note the second line on the screen. Here, a 1,000 dollar increase has been entered into the Change Package Year 1 column, and a 500 dollar decrease has been entered into Year 2. The Request Columns have been adjusted to show the sum total of the Base and the net of any and all changes. The Total Change Columns display the total of all changes.

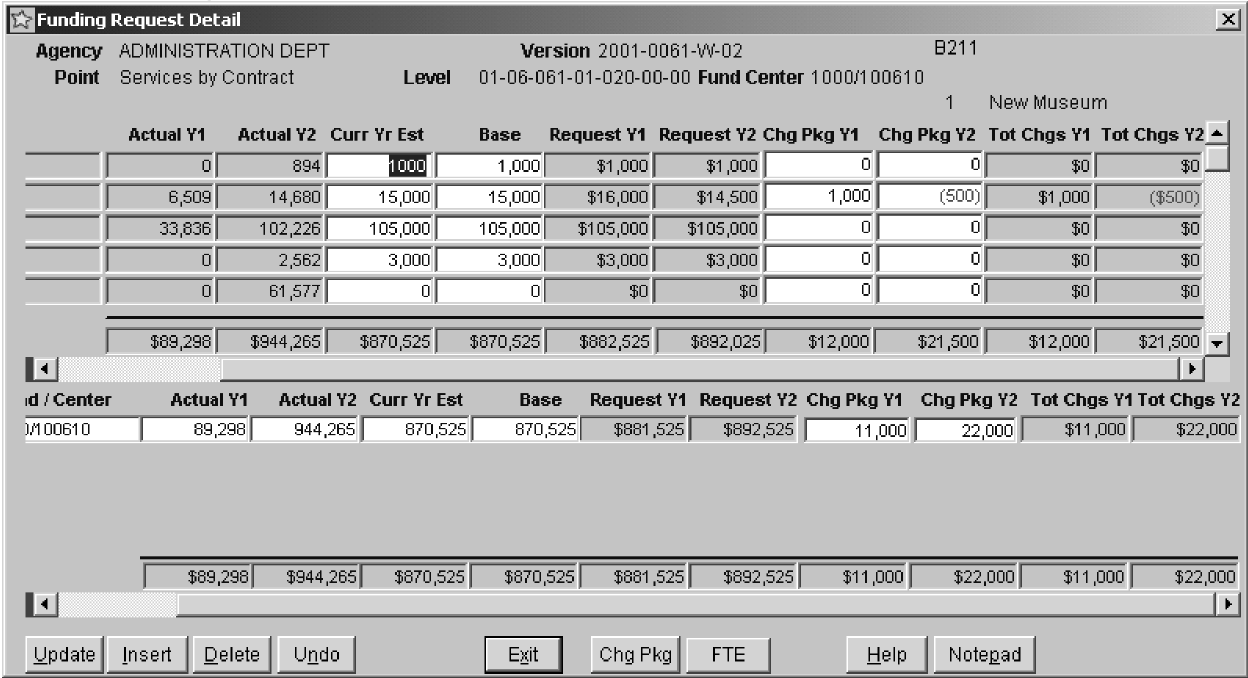


Figure 19: Editing a Change Package

The columns are calculated using the following simple formulas:

Tot Chgs Y1 = the net total of **Chg Pkgs Y1** for all included Change Packages

Tot Chgs Y2 = the net total of **Chg Pkgs Y2** for all included Change Packages

Request Y1 = **Base** +**Tot Chgs Y1**

Request Y2 = **Base** + **Tot Chgs Y2**

To Editing a Change Package

Step	Screen	Action	Result
1	B211--Funding Request Detail	[CHANGE PACKAGE] Select the appropriate change package and [ok].	B211--Funding Request Detail Screen
2	B211--Funding Request Detail	Select the "object description" you want to change on the top half of the screen.	The "Curr. Yr" estimate will be highlighted.

3	B211--Funding Request Detail	Click in the "Chg. Pkg. Y1" box on the same line as the object you want to change. To see the "Chg. Pkg. Y1" box, scroll over using the bar in the middle of the screen.	The cursor will blink in the box.
4	B211--Funding Request Detail	Enter the amount to increase or decrease the Request. NOTE: indicate the amounts to subtract with a "-" sign. NOTE: do not enter the new amount. Enter the difference between the request and the new budget.	The new numbers should show up in the "Chg. Pkg." box.
5	B211--Funding Request Detail	Click in the "Chg. Pkg. Y2" box on the same line as the object you want to change.	The cursor will blink in the box.
6	B211--Funding Request Detail	Repeat step 5.	The new numbers should show up in the "Chg. Pkg." box.
7	B211--Funding Request Detail	To save changes, [update]	The Hour Glass will appear. The Request Year figures will change to reflect the Change Package features.

Change Package Views

Once data has been entered into a change package you may take advantage of the Change Package View feature of the Funding Request Screen. To select one of the two change package views, select the **View** button on the Funding Request Screen. This will open the View and Column Selector Window:

The View and Column Selector window allow you to choose among three views of the Funding Request window: The Summary by Major Point (default), Major Points by Change Package, and Change Packages by Major Point.

Viewing the Total Summary by Major Point (default)

The default view summarizes each budget request by Major Object (Point) and Funding Source. It allows you to choose a major point to view or edit. This view displays all five Budget Years

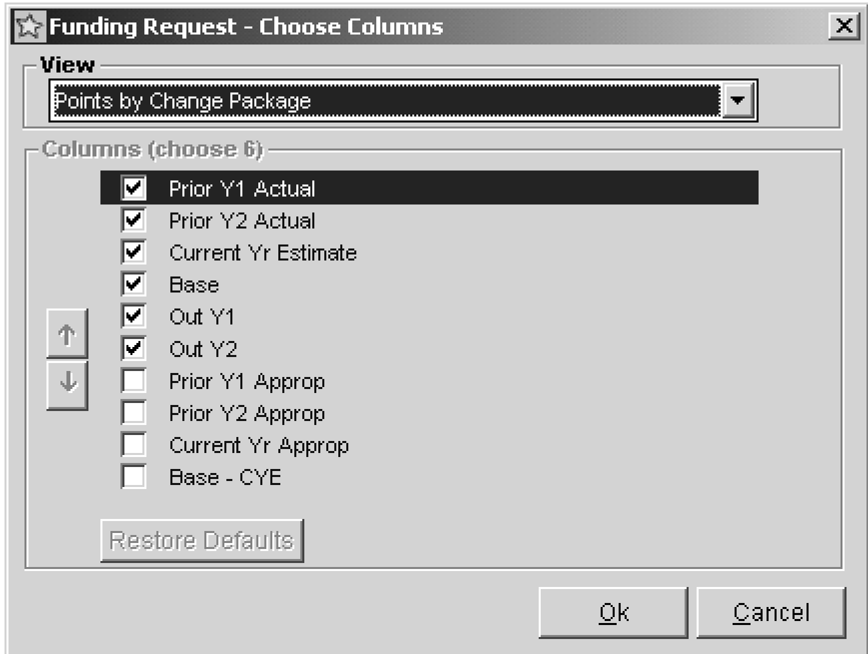


Figure 20: The View Selector Window

Viewing Major Points by Change Package

This view displays Expenditure and Funding request data for the two budget request years only, organized by change package. All major points that have expenditure or funding data associated with a change package are listed under that change package. This view presents the net total of each included change packages. To edit a specific major point from this view, either double-click on it or select it and click the **Detail** Button. The funding request detail screen will be opened to the appropriate major point with the appropriate change package already selected.

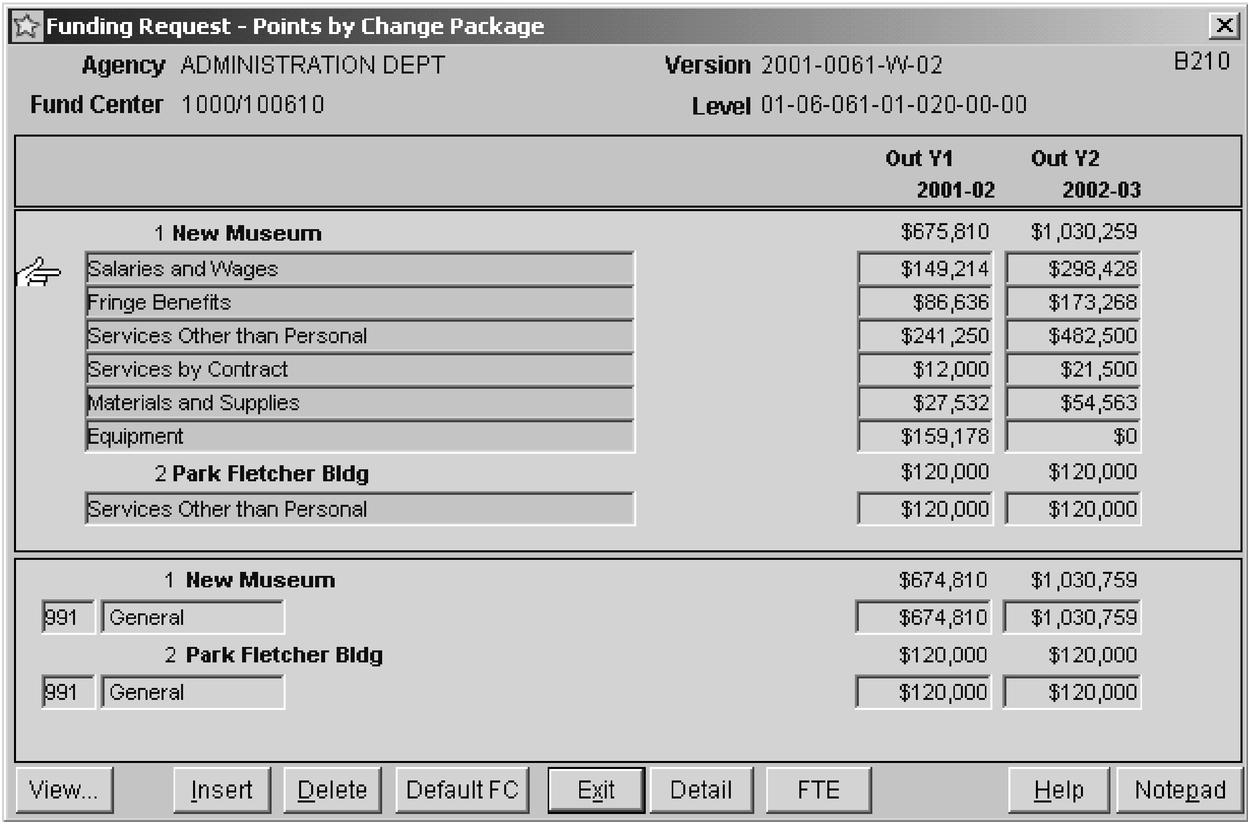


Figure 21: The Points By Change Package View.

Viewing Change Packages by Major Point

The Change Package by Points view displays Expenditure and Funding request data for the two budget request years only, organized by Major Point. All Change packages with expenditure or funding data associated with them are listed under the Major Points. To edit a specific major point from this view, either double-click on it or select it and click the **Detail** Button. The funding request detail screen will be opened to the appropriate major point with the appropriate change package already selected.

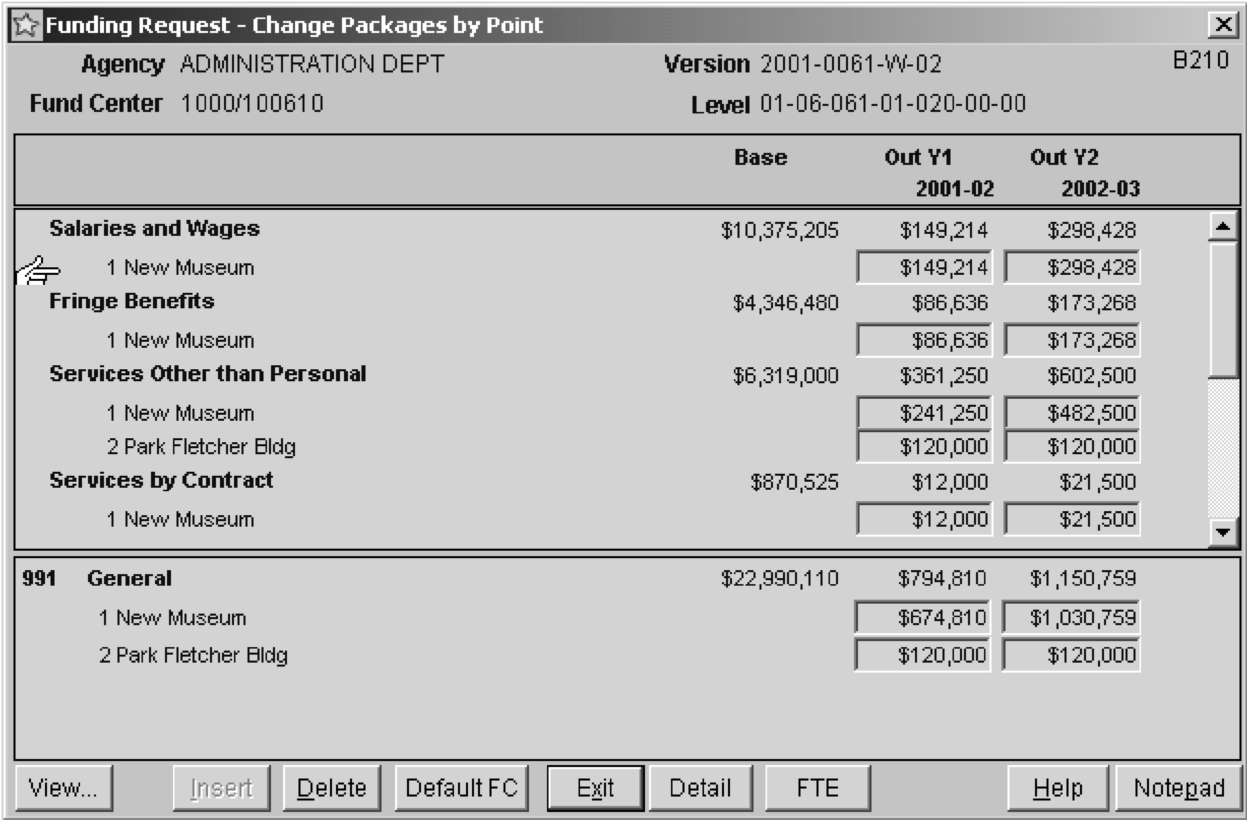


Figure 22: The Change Packages by Point View

Excluding Change Packages

One of the Benefits of Change Packages is the ability to exclude them without deleting them. This allows you to create change packages covering a wide range of potential budget scenarios without requiring you to delete entries and start over. Once created, change packages may be included or excluded at will. To exclude a change package, Open the Budget Change Description Screen and check the **Exclude** check box. Excluded Change packages will not appear on the change package selection window, and neither the dollars or the staffing table records associated with them will be rolled up into your budget request.

To Excluding Change Packagess

Step	Screen	Action	Result
1	Main	Select Budget Change Description from the Tables menu	Displays B365--Budget Change Description
2	B365--Budget Change Description	Select reporting level. (Fund/Center)	Displays the Change packages associated with the selected reporting level.
3	B365--Budget Change	[EXCLUDE]	Change Package is excluded and will not be

	Description		rolled into budget request totals

Step 5: Enter/Edit Funding Information

As was mentioned in Step 3, each Budget Request has two components: The Expenditure Request, a tally of past and future expenditures by Major Point and/or Minor Object, and the Funding Request, a tally of funding source information, entered at the source level. Steps 3 and 4 instructed you on how to enter expenditure request data. In Step 5 you will enter the funding sources for the proposed expenditures entered in Steps 3 and 4.

Funding Sources

BudSTARS recognizes five types of funding sources: General, Dedicated, Federal, Local, and Transferred. Within those five types, specific funding sources are designated by source Fund/ Centers. For most Fund/Centers, the source Fund/Center is the same as the expenditure Fund/Center. A complete list of source fund centers would be too extensive for this manual. Contact your Budget Analyst if you have any questions regarding source fund/centers.

Historical Funding Information

The state accounting system records expenditures by minor object. However, it does not record the funding sources for each expenditure. This means that the Download version will contain expenditure information for **Actual Year 1**, **Actual Year 2** and the **Current Year Estimate** without funding source information. The first step in entering the funding sources for your expenditure request is to enter the historic funding source(s) for each Fund/Center.

Note

You may enter Funding Source information at any point in the Budget Preparation Process. Once you get familiar with the process, you may find it easies to enter Expenditure and funding information simultaneously

Entering Historical Funding Information

To Enter Historical Funding Information, Open the Funding Request Detail screen and click on the appropriate funding Object in the bottom section. If no Funding Object exists, click on the **Insert** button to insert one. Enter the Fund source type (General Dedicated, Federal, Local or Transferred) and the source fund center. Then enter the total funding for each of the three “Historical years”. Enter as many funding source objects as necessary until you have entered all funding sources. The total of all funding source entries must match the total of all expenditure request entries for that year.

Note

You must enter a fund/center for each funding source. In many cases, this will be the current Fund/Center. However, there are many cases, such as transferred funds, where the funding source fund/center will not be the same as the Budgeted Fund/Center. Contact your Budget Analyst if you have any questions regarding which Fund/Center to use.

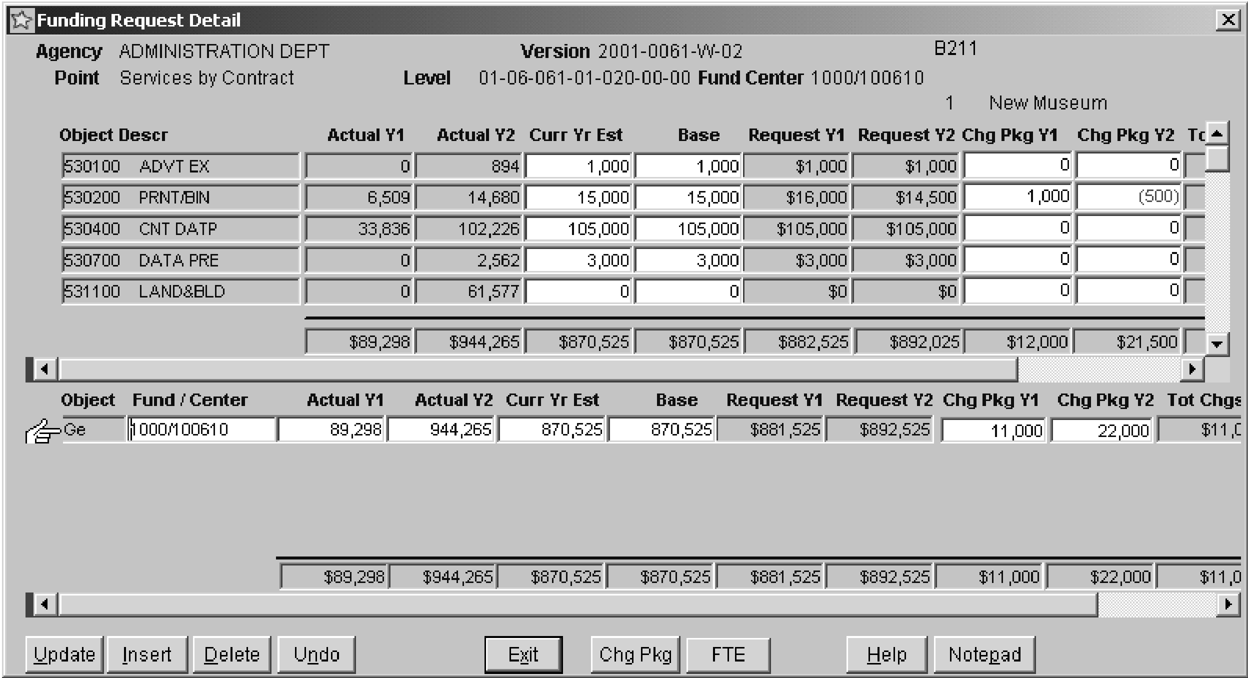


Figure 23: The Funding Request Detail window with a Funding Source Selected

To Entering Historical Funding Information

Step	Screen	Action	Result
1	B211--Funding Request Detail	Double click Object Fund Center at bottom portion of screen	
2	B211-- Funding Request Detail	[Insert]	Drop down box with funding possibilities
3	B211--Funding Request Detail	Select the appropriate object (DED, FED, GEN, LOC, TRANS)	The appropriate funding source should appear in the box
4	B211--Funding Request Detail	Enter the Fund/Center	The appropriate fund/center should appear in the box
5	B211--Funding Request Detail	Click on Actual Y1 box and enter funding amount	Dollar amount will appear in box
6	B211--Funding Request Detail	Click on Actual Y2 box and enter funding amount	Dollar amount will appear in box
7	B211--Funding Request Detail	To save changes, [update]	Work saved
8	B211--Funding Request Detail	[Exit]	Displays B210--Funding Request
12	B210--Funding	Repeat Steps 3 through 11 for each Major	

	Request	Point as needed	

Entering the Funding Sources for The Budget Base

Funding Source information for the Budget Base is entered in the same manner as the historical funding information. The total of all funding source entries must match the total of all expenditure request entries for the Base.

Entering the Funding Sources for Change Packages

Funding source information for Budget Change packages is entered in the same manner as the Historical and Base Funding Information, with one slight exception: All funding sources for change packages must be entered in the same change package as the expenditure information. Put simply, each change package must balance. You cannot create separate expenditure and funding change packages

To Entering Funding Sources for Change Packages

Step	Screen	Action	Result
1	B211--Funding Request Detail	On the bottom half of the screen, click in the appropriate "Chg. Pkg." box. To see the "Chg. Pkg." box, scroll over using the bar at the bottom of the screen.	The cursor will blink in the box.
2	B211--Funding Request Detail	To increase the General Fund funding by $500,000 each year, click in the "Chg. Pkg. Yr. 1" box on the General Fund line and enter 500000	The new numbers should show up in the "Chg. Pkg." box.
3	B211--Funding Request Detail	To increase the General Fund funding by $500,000 each year, click in the "Chg. Pkg. Yr. 2" box on the General Fund line and enter 500000	The new numbers should show up in the "Chg. Pkg." box and will change the budget to that amount.
4	B211--Funding Request Detail	To save changes, [update]	The cursor will blink in the box.

Inserting a New Funding Source

You can also enter a new funding source if needed. The method for inserting new funding source objects is similar to the method used to insert new expenditure objects

To inserting a new funding Source

Step	Screen	Action	Result
1	B211--Funding	Click on the bottom half of	

	Request Detail	the screen	
2	B211--Funding Request Detail	[Insert] at the bottom left of the screen	A new funding line will be inserted.
3	B211--Funding Request Detail	Select the appropriate object, "DED, FED, GEN, LOC, TRANS"	The appropriate funding source should appear in the box
4	B211--Funding Request Detail	Enter the Fund/Center	The appropriate fund/center should appear in the box
5	B211--Funding Request Detail	Repeat steps in Section I :To Change Funding	
6	B211--Funding Request Detail	To save changes, [update]	*New fund/center will appear*
7	B211--Funding Request Detail	[Exit]	Displays B210-- Funding Request

Automatic Funding Calculation

BudSTARS can automatically calculate the total funding required for most Fund/Centers and make the necessary funding entries. Most accounts derive all of their funding from a single source: General, Federal, Dedicated, or Local. In order to calculate funding for these centers, simply click the **Default FC** command button and choose the funding source for the Fund/Center

Fund/Centers that have more complicated sources of funds may still be calculated automatically using the Advance Automatic funding utility. You may access the Advanced Funding Calculation utility by clicking the **Advanced** button on the Simple Funding Calculation Dialogue. The advanced funding utility allows you to establish a specific funding profile for each fund center and select the specific years that you desire to have recalculated. See the Advanced Automatic Funding Calculat Section for specific information about establishing Funding Profiles for specific Fund/Centers.

If you choose to use the automatic funding calculator please bear the following in mind:

- You may only use automatic funding calculation for Fund/Centers that either receive all of their funding from one source account or have had funding profiles established for them using the Funding Factors Screen.
- Clicking the [**Default FC**] button will overwrite any and all existing funding data for the currently selected Fund/Center.
- Funding must be recalculated every time the expenditure data are changed. You may either click the [**Default FC**] button again, or you may make the necessary entries manually
- Not all Fund/Centers may be calculated by the Automated Funding Calculator. Funding data for the exceptions must be entered by hand.

Basic Automatic Funding Calculator

To use the Basic Automatic Funding Calculator, simply click the **Default FC** button on the Funding Request Screen. BudSTARS will respond with a dialog asking you which source of funding you wish to use. Simply select a funding source, and hit OK. BudSTARS will automatically calculate the funding required to balance your expenditure requests and enter it using the appropriate objects.

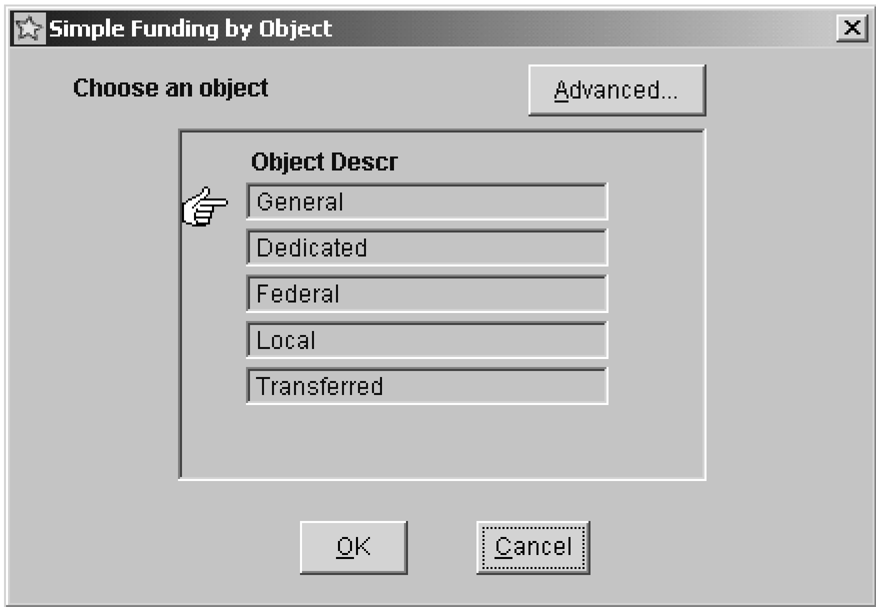


Figure 24: The Automatic Funding Calculation Dialog

Tip

The Basic Automatic Funding Calculator assumes that the source Fund/Center is the same as the expenditure Fund/Center. However, you can still use the Basic Funding Calculator to calculate the funding amounts for other centers. Once the funding has been calculated, simply edit the source Fund/Center manually

Note

The Basic Automatic Funding Calculator will overwrite any existing Funding Entries. This action cannot be undone.

Using the Basic Funding Calculator

Step	Screen	Action	Result
1	B211--Funding Request Detail	Click [Default FC] Button	BudSTARS presents the “Simple Funding by Object Dialog
2	Simple Funding by Object Dialog	Select Funding Source and click [OK]	BudSTARS calculates the funding, makes the necessary entries, and returns you to the Funding Request Detail Screen

Advanced Automatic Funding Calculator

BudSTARS can automatically calculate funding for most Fund/Centers that derive their funding from multiple sources though the use of a **Funding Profile.** BudSTARS allows the user to establish a Funding Profile for each reporting level. The Funding Profile is a list of Funding sources for the Fund/Center assigned to that reporting level. Each source is assigned some **Funding Factors**, either dollars or percentages, that determine how much of the expenditure request is funded from each source. Each Budget Year may have a separate profile, and the Advanced Funding calculator allows you to calculate or recalculate the funding for each budget year individually.

To use the Advanced Automatic Funding Calculator, click the **Advanced** button the Basic Automatic Funding Calculator Dialog.

Establishing a Funding Profile

Funding Profiles are established using the **Funding Factors** screen. The Funding Factors Screen may be opened either by selecting **Funding Factors** from the **Tables** menu, or by choosing the **Edit Profile** button on the Calculate Funding Dialog box

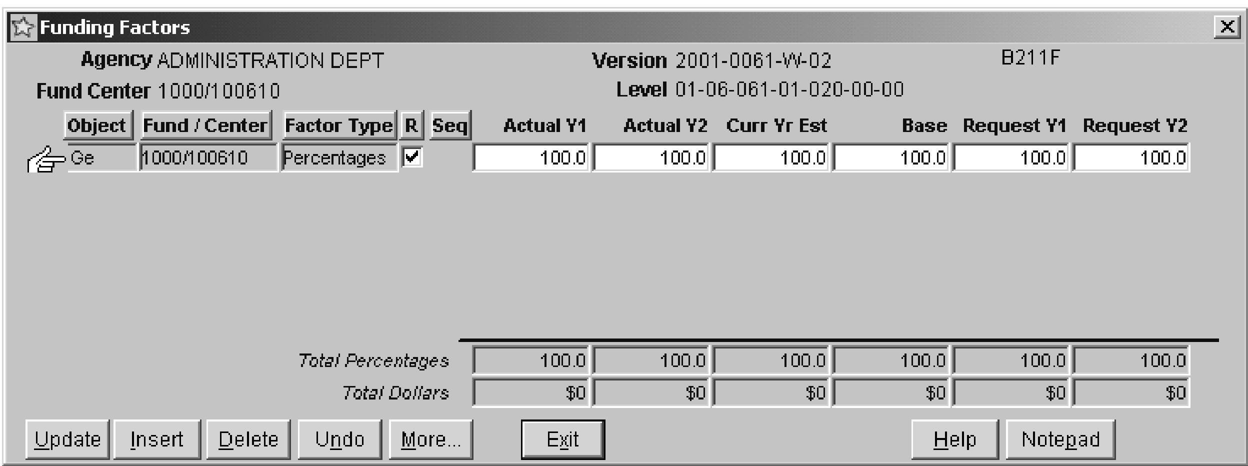


Figure 25: The Funding Factors Screen

Each Funding Profile consists of the following information

Object

The Funding Source type: General, Dedicated, Federal, Local, or Transferred.

Fund/Center

The Fund/Center for each funding source: This is particularly important when dealing with transferred funds. Contact your Budget Analyst if you need assistance determining the appropriate source Fund/Center

Factor Type

Funding Factors can be entered either as Percentages or whole Dollar Amounts. You may use any mix of dollars or percentages, as long as the sum of all percentage factors add up to one hundred percent. BudSTARS applies funding factors in the following order: Dollar factors in order of sequence, followed by percentage factors.

Note Dollar Factors will always be applied before Percentage Factors.

R (Rounding)

Designates which fund center receives all rounding. Used to control rounding error. Only percentage factors can be designated to receive rounding error. Funding profiles which do not contain percentage factors are not subject to rounding error.

Note One, and only one, Fund Center must be designated to receive all rounding errors using the "R" checkbox.

Sequence:

A Sequence number for each Funding Source: Used to determine which funding source is applied first. Only applies to dollar factors. BudSTARS will apply funding sources designated by dollar factors in sequence order until the required funding has been calculated. Not all funding sources may be accessed if the total amount of funding available exceeds the total amount of expenditures.

Actual Year 1

Funding Factors for Actual Year 1: Dollars or percentages

Actual Year 2

Funding Factors for Actual Year 2: Dollars or percentages

Current Year Estimate

Funding Factors for the Current Year estimate: Dollars or percentages

Base

Funding Factors for the Base: Dollars or percentages

Request Year 1

Funding Factors for Budget Request Year 1: Dollars or percentages

Request Year 2

Funding Factors for Budget Request Year 2: Dollars or percentages

Entering Funding Factors

Funding Factors may be entered either in dollars or percentages. You may mix dollar and percentage factors, however, the total of all percentage factors for any give year must add up to

100%. Funding factors are applied in the following order: Dollar Factors, in order by sequence number, followed by Percentage Factors. This is why percentage factors must add up to 100% After BudSTARS applies the dollar factors it uses the percentage factors to determine the funding splits for 100% of any unfounded remainder.

Tip

Use percentage factors wherever possible. Dollar factors may need to be adjusted manually. The total of all percentage factors must always add up to 100%.

Tip

Not all funding scenarios may be calculated automatically. Use of the automatic funding calculation feature does not relieve you of the responsibility of ensuring that the funding source information is accurate.

To Entering Funding Factors

Step	Screen	Action	Result
1	B002—Main Window	Select **Funding Factors** from the **Table** menu	BudSTARS presents the B211G "Funding Factors" Screen
2	B211G—Funding Factors	Select Reporting Level	
3	B211G—Funding Factors	Select [Insert] Button	BudSTARS inserts a new row on the funding factors screen.
4	B211G—Funding Factors	Enter Object, Fund/Center, and Factor Type	BudSTARS presents the appropriate fields for the factor type chosen
5	B211G—Funding Factors	Enter Sequence number (Dollar Factors) or check Rounding checkbox (Percentage Factors) as appropriate	
6	B211G—Funding Factors	Enter Factor values for all five budget years and the base	
7	B211G—Funding Factors	Select [Update]	BudSTARS updated the factor information to the database
8	B211G—Funding Factors	Repeat Factor entry until all funding sources have been entered	

Calculating Funding using the Advanced Funding Calculator

To calculate Funding using the Advanced Funding Calculator, choose the **Advanced** Button on the Basic Funding Calculator Dialog. BudSTARS will present you with the Advanced Funding Calculator dialog. Select the years you wish to calculate, and click **OK**. BudSTARS will automatically calculate the funding required to balance your expenditure requests and make the appropriate entries. If you wish to edit the funding profile, you may open the Funding Factors screen directly using the **Edit Factors** Button on the Advanced Funding Calculator Dialog.

Note The Advanced Automatic Funding Calculator will overwrite any existing Funding Entries. This action cannot be undone.

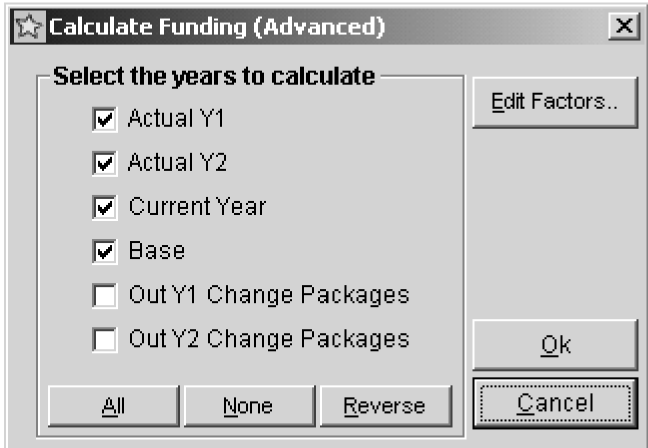


Figure 26: The Advanced Funding Dialog

Note If you attempt to use Advanced Funding Calculator on a Reporting Level that does not have a funding profile BudSTARS will open the Funding Factors window automatically so you may create one.

To Using the Automatic Funding Calculator

Step	Screen	Action	Result
1	B210—Funding Request Summary	Select the [Default FC] Button	BudSTARS presents the "Simple Funding by Object" Dialog
2	"Simple Funding by Object" Dialog	Select [Advanced]	BudSTARS presents the "Calculate Funding (Advanced)" dialog (Note, BudSTARS will open the Funding Factors screen if no profile exists
3	Calculate Funding (Advanced) dialog	Select the years you wish to calculate funding for.	
4	Calculate Funding (Advanced) dialog	Select [OK]	BudSTARS calculates the funding, makes the appropriate entries, and returns you to the Funding Request Summary.

Completing the Funding Request

To complete the Expenditure Request, Base Adjustment and Funding portions of the Budget Preparation Process, (Steps, 3, 4 ,and 5) return to the Budget Control Checklist and reset the Status control for the Funding Request to *Complete*. BudSTARS will validate the Budget

Request data to ensure that your request is balanced and warn you if any errors are found. You are now ready to proceed to Step 6.

Step 6: Enter/Edit Revenue Projections (Estimate of Revenue and Federal Receipts)

The next step in the process is to enter revenue estimates for all fund/centers that receive revenue directly from outside sources. Outside sources are defined as any revenue source that is not subject to the appropriation process. These revenues may be derived from fines, fees, settlements, or grants. While the largest single source of these outside revenues is the Federal Government, outside revenue is not restricted to Federal Receipts. If your Agency does not receive any money from outside sources, you are not required to complete this step. However, the majority of agencies have at least one Fund/Center that does receive some outside revenue of some kind, so you would be wise to review the Estimate of Revenue and Federal receipts before submitting your budget.

Note

All fund/centers that receive Federal Funding must have corresponding entry in the Estimate of Revenue and Federal Receipts. Other sources of funds, specifically Local and Transferred funds, my require Revenue Estimates as well. Historical information is your best guide as to which funding sources require revenue estimates. As always, contact your Budget Analyst if you have questions regarding revenue estimates.

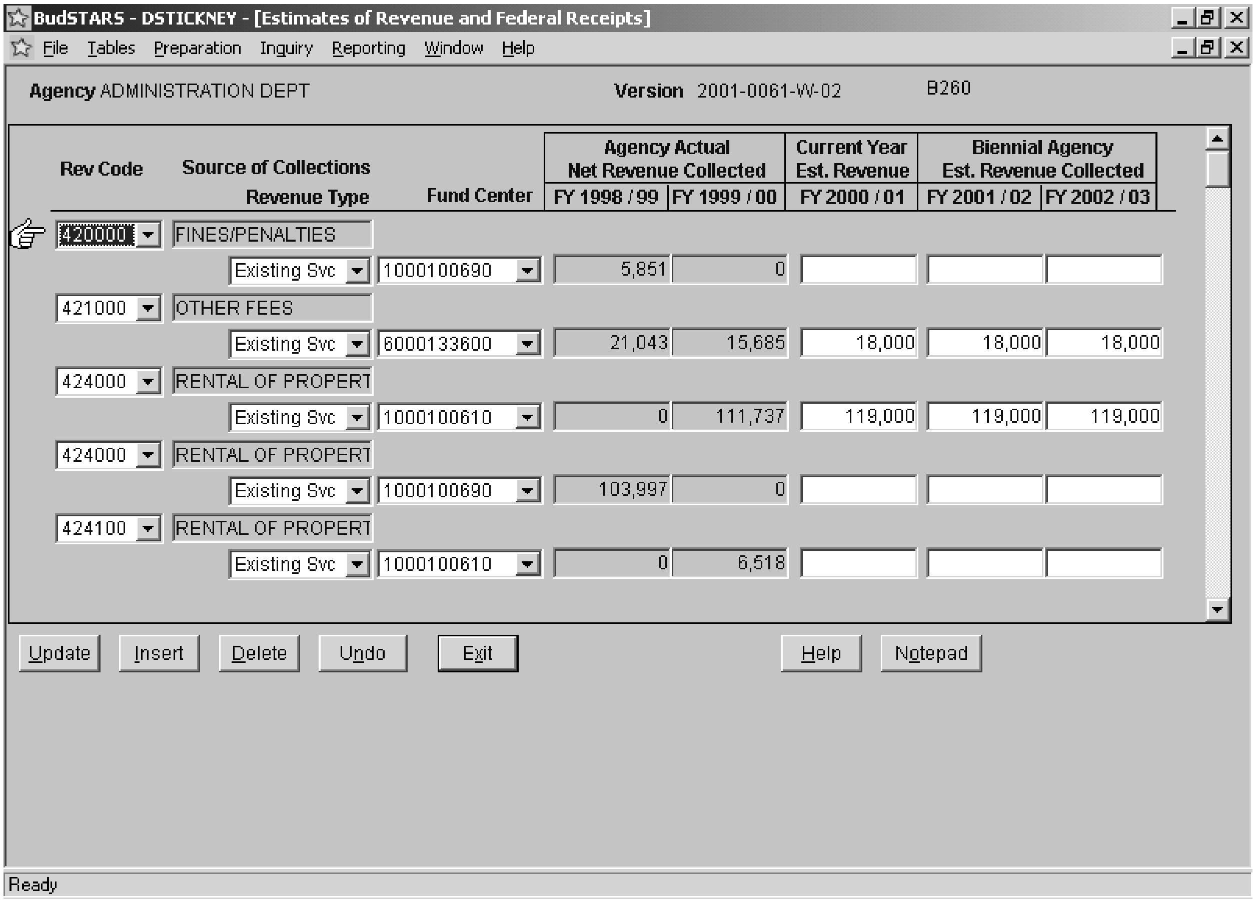


Figure 27: Estimate of Revenue and Federal Receipts

Entering the Estimate of Revenue and Federal Receipts

Unlike most of the other screens in BudSTARS, the Estimate of Revenue and Federal Receipts presents data on the Agency Level. You enter revenue estimates for all Fund/Centers assigned to your agency on this one window.
Users access the Estimate of Revenue and Federal Receipts by choosing **Est of Revenue** from the **Preparation** menu or by double clicking the Estimate of Revenue and Federal Receipts on the Budget Control Checklist. BudSTARS will open the window and display all historical revenue data for your agency. If there is no historical revenue data, and there will not be any outside revenue in the upcoming biennium, you may close the Revenue Estimate window and continue with Step 7: Budget Narratives.

However, if your agency has received revenue from outside sources, and most Agencies will, you must enter estimates for the amount of revenue that your agency expects to receive from that source for the Base, Current Year Estimate, and Two budget Reguest years. Identify each source of revenue as new or current services. Please enter zeros for all revenue sources that you expect to discontinue in the current biennium.

Note Carryover balances in non-reverting Fund/Centers are considered revenue for budget purposes.

Once you have completed updating the existing Revenue Sources, you must insert any new or additional revenue sources that your agency expects to receive in the upcoming biennium. Make sure you have reviewed recent legislation to ensure that you account for any changes to your agencies fine or fee structure authorized by the general assembly. Contact your Budget Analyst if you need information regarding any fine or fee changes made in previous legislative sessions.

Note Revenue Estimates should be honest estimations of the amount of revenue that you expect to derive from each source. They should not be arbitrary numbers chosen merely to support proposed spending levels.

To Entering the Estimate of Revenue and Federal Receipts

Step	Screen	Action	Result
1	B002--Main Menu	[Checklist]	Displays B200--Budget Control Checklist
2	B200--Budget Control Checklist	Double Click Est. of Revenue & Federal Receipts or Highlight Est. of Revenue & Federal Receipts and [Go To Screen]	Displays B260--Estimates of Revenue & Federal Receipts
3	B260--Estimates of Revenue & Federal Receipts	[Insert]	Blank Revenue Estimate Line Will Appear
4	B260--Estimates of Revenue & Federal Receipts	Fill in Boxes as Appropriate	
5	B260--Estimates of Revenue & Federal Receipts	Insert More Revenue Codes as Necessary	
6	B260--Estimates of Revenue & Federal Receipts	When Finished with All Revenue Estimates, [Update]	Box will appear that states "All changes will be saved. Do you wish to update?"
7	B260--Estimates of Revenue &	[Yes]	Box will Appear That States "Save Succeeded."

	Federal Receipts		
8	B260--Estimates of Revenue & Federal Receipts	[Exit]	Displays B200--Budget Control Checklist
9	B200-- Budget Control Checklist	[Exit]	Displays B002--Main Menu

Completing the Estimate of Revenue and Federal Receipts

To complete the Revenue Estimate portion of the Budget Preparation Process return to the Budget Control Checklist and reset the Status controls for the Estimate of Revenue and Federal Receipts to *Complete*. You are now ready to proceed to Step 7.

Step 7: Budget Narratives

The next step is entering the required budget narratives. All budget Narratives are entered using the B250 Narrative Input screen. To open the Narrative Input screen, choose **Narrative Input** from the **Preparation** menu or double click on the **Agency Overview** or **Fund/Center Narrative** control on the Budget Control Checklist.

The Narrative input screen is a fully functional miniature word processor. It includes a spell checking function and allows a full range of fonts and text effects, including underlining, strike through, and colored text. However, the Narrative Input screen will also accept text from any other Windows program, allowing you to create your narratives in your preferred word processor.

Each Budget Narrative should be a *brief description* of the appropriate portion of your budget submittal, with the emphasis on *brief*. The amount of storage space available for each narrative is limited, and any fonts, formatting, and effects you apply will reduce the amount of storage space available for text. Do not attempt to insert graphics into a budget narrative, as even the smallest graphic files will exceed the amount of storage space available for the narrative.

Note

The total amount of storage space available for narrative is approximately the same as three-page Microsoft Word document *without graphics* using default margins.

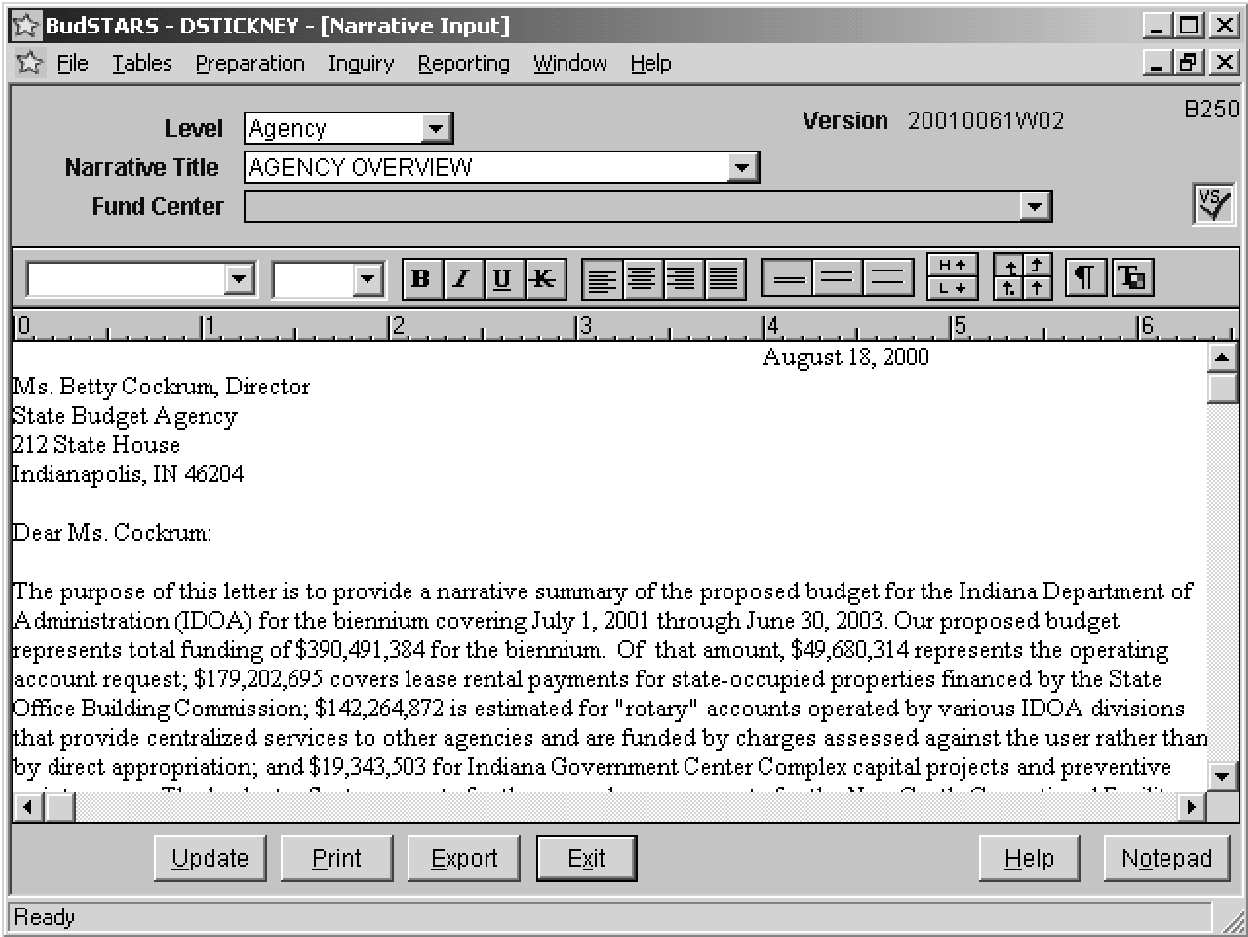


Figure 28: The Narrative Input Screen

Statewide Narratives

BudSTARS allows the entry of many types of statewide narratives. These narratives are used by the Budget Agency to enter information used in budget reports and documents. Agency level personnel may not modify the statewide narratives

Agency-Level Narratives

Four narratives are available at the Agency Level: The **Agency Overview** (mandatory), the **Capital Projects Transmittal**, the **Capital Projects Explanation of Project,** and the **Optional Adjustment – Explanation of Project.** The two capital Project Narratives are only required when your agency is submitting a capital project request along with your budget request, and are full discussed in Chapter Four: Capital Budgeting. The Optional Adjustments narrative is not in use at this time.

Agency Overview (Transmittal Letter)

The Agency Overview contains information similar to that contained in the Transmittal Letter and will be electronically submitted with the rest of the budget. The purpose of the Agency overview is to present funding requests to the Budget Agency and to provide a mechanism for summarizing the agency’s total budget request. The agency budget is the plan, expressed in dollars, to allocate resources available to best provide the services the taxpayers expect. The agency overview should articulate that plan. At a minimum the overview should include the components outlined for the Transmittal Letter in the Budget Policy Instructions.

Fund/Center Narratives

The **Account Narrative** is the only narrative required at the fund center level.The Account Narrative is a budget overview or summary for each budgeted Fund/Center that summarizes the purpose of the expenditures in the Fund/Center. Additional information provided might include the specific statutory authority for the account, the numbers and profiles of the population served, specific programs or functions that have experienced changes in volume, goals or objectives for the budget biennium, new or expanded services requests and other relevant information.

The Account Narrative is an important piece of the budget request for each Fund/Center. It can be a crucial document in the evaluation of the budget request and may present the only information specific to the account that decision-makers may use in determining the importance of the budget request. A well-written Account Narrative may make the difference in whether your agency adds funding for new or expanded programs or maintains the same level of funding for existing programs; so take the time to provide complete, accurate and meaningful information.

To Enter Budget Narratives

Step	Screen	Action	Result
1	B002 or B200-Budget Control Checklist	Select **Narrative Input** from the **Preparation** menu	BudSTARS opens the B250 Narrative Input Screen
2	B250 –Narrative Input	Select Narrative Level (Statewide, Agency, or Fund Center)	BudSTARS populates the Narrative title dropdown menu with the titles available at the selected level
3	B250 –Narrative Input	Select Narrative Title	BudSTARS enables the data entry window or activates the Fund/Center selector if appropriate
4	B250 -Narrative Input	Select Fund/Center (If Appropriate)	BudSTARS activates the data entry window (Fund/Center narratives only)
5	B250 -Narrative Input	Type in the Narrative information necessary.	
14	B250 -Narrative Input	Format Narative as desired.	

15	B250 -Narrative Input	[Update] to save your work or when finished.	Get a Save Succeeded Message
16	B250 -Narrative Input Save Succeeded message	[OK]	You may exit or continue to edit

To Paste in Budget Narratives Created in other programs

Step	Screen	Action	Result
1	B250 -Narrative Input	Leave the cursor where you wish to insert text and minimize the BudSTARS Screen.	
2	B250 -Narrative Input (minimized) in Word Document	Open the word processing document you wish to insert from and highlight the text to be used. Right Click	The Edit/Format Options Menu will appear
3	B250 -Narrative Input (minimized) in Word Document	[Copy] option	The selected text will be moved into the buffer
4	B250 -Narrative Input (restored)	Window back to BudSTARS and Right Click	The Edit/Format Options Menu will appear
5	B250 -Narrative Input	[Paste] option	Text of the word processing document will be imported
6	B250 -Narrative Input	You may do additional editing - when finished or to save, [Update] button	Get a Save Succeeded Message
7	B250 -Narrative Input Save Succeeded Message	[OK]	You may exit or continue to edit
8	B250 -Narrative Input	[Exit]	Returns to the Main Menu Screen B002

Completing the Budget Narratives

To complete the Budget Narrative portion of the Budget Preparation Process return to the Budget Control Checklist and reset the Status controls for the Agency Overview and Fund/Center Narratives to *Complete*. You are now ready to proceed to Step 8.

Step 8: Program Category Distributions

In order to be better able to respond to citizen's questions, the Budget Agency has designed several reports that consolidate the budget by major programs rather than the customary agency reporting hierarchy. All state government functions have been classified into 12 **Program Categories**. Each program Category has in turn been subdivided into multiple **Programs** . Each Fund/Center's budget is allocated among one or more Programs. This allows spending to be grouped and reported by purpose across agency lines.

Program Category	Program Category Description
0000	K-12 Education
0100	Higher Education
0200	Economic Development
0300	Human Services
0400	Public Safety
0500	Justice
0600	Environment
0700	Transportation
0800	Cultural and Information Resources
0900	General Government
1000	Regulation
1100	Tax Reduction, Distributions, & Reserves

Table 6: Program Categories

The Budget Agency has already identified the Programs and Program Categories with which each Fund Center is associated. **Budgeting Agencies cannot change the Program assignments.** If you think a Fund/Center should be associated with a different Program or you are adding a Fund/Center that needs to be assigned to a Program, contact your Budget Analyst to make the necessary changes.

Program Factors

Fund/Centers are assigned to one or more programs using **Program Factors**. Together, these factors make up the **Program Category Distribution** for each fund center. Program Factors may be dollars or percentages. In BudSTARS, dollar allocations are always done first. Percentage allocations are calculated on the balance remaining after any dollar allocations. The allocation of a Fund/Center to any individual Program can be done on a dollar basis or a percentage basis, but not both in any given year. All Fund/Centers have been assigned preliminary based on prior budget submissions. <u>These Program Factors should be reviewed and adjusted as needed as part of the Budget Preparation Process.</u> There are Program Factors for each of the 5 Budget years. BudSTARS includes a report that shows the Program and Program Factor assignments for each Fund/Center in an Agency.

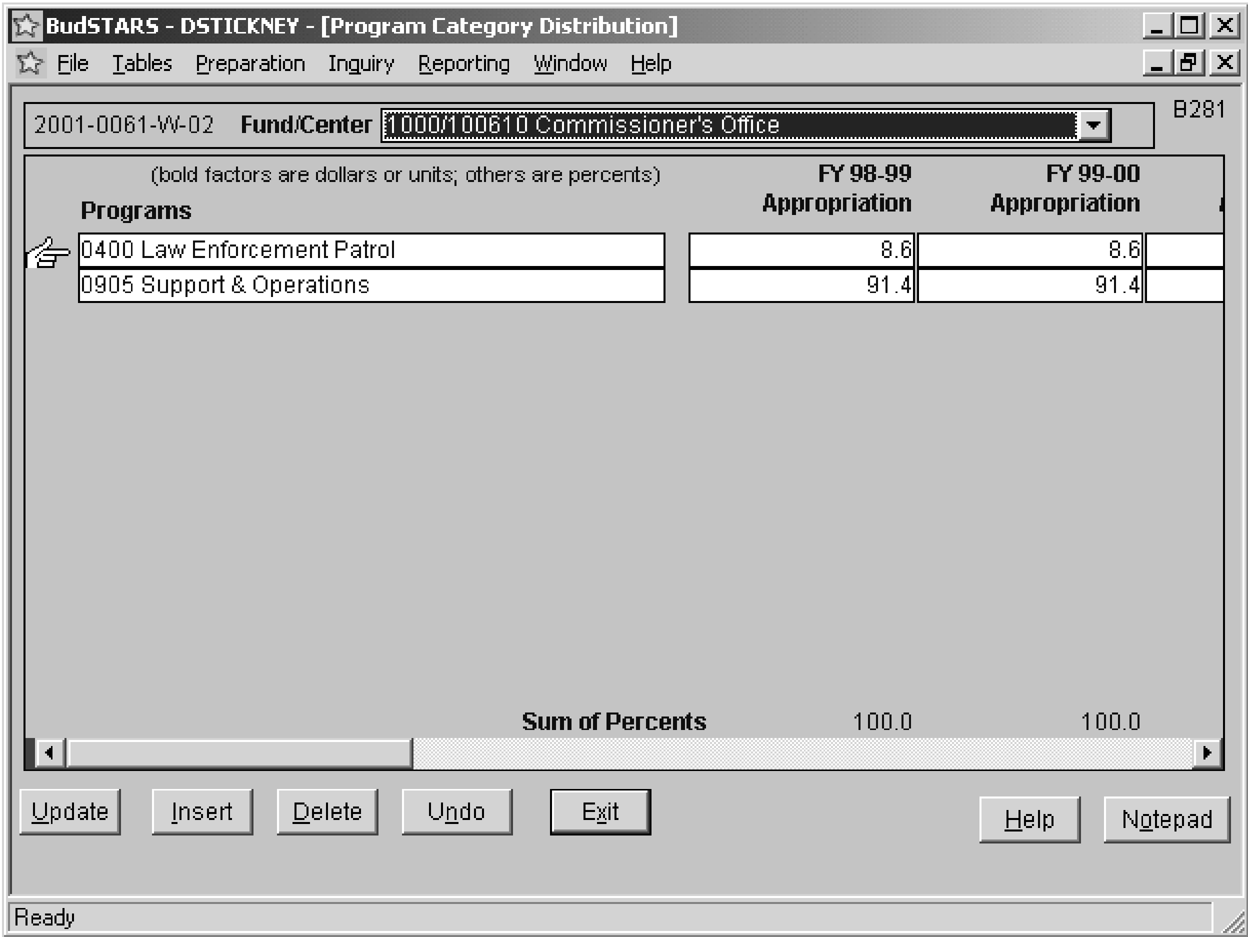


Figure 29: The Program Category Distribution Screen

Entering and Editing Program Factors:

Program Factors are edited using the B281 Program Category Distribution Screen. To open the screen, select **Program Category Distribution** from the **Tables** menu. Select the Fund/Center for which you want to edit the Program Factors. BudSTARS will display all of the Program Categories assigned to this Fund Center. You may then edit the factors as necessary to show the appropriate distribution of funding for the Fund/Center. Program Factors May be entered as either percentages (the default) or dollars (units.)

Note

The total of all percentage factors must equal 100%, regardless of whether or not dollar or unit factors are used. BudSTARS distributes dollar factors first, and then applies the percentage factors to the remainder.

There are 3 types of Program Factors:

Appropriation Factors

Appropriation Factors represent the program distribution of the funds appropriated. You must enter an Appropriation Factor for each program category for each of the five Budget Years.

Actual Factors

Actual Factors represent the program distribution of the funds actually expended. Due to circumstances these may or may not equal the Appropriation factors for the same years. You must enter an Actual Factor for each program category for each of the five Budget Years

FTE Factors

FTE Factors represent the program distribution of staffing hours measured in Full Time Equivalents (FTE). For state purposes, An FTE is defined as 37.5 staff hours per week. Each full-time employee represents one FTE. Part-time and intermittent employees represent fractional FTE. To determine the FTE for your staffing table, divide the total weekly hours worked by the affected employees by 37.5. You must enter an FTE Factor for each program category for each of the five Budget Years. If you enter FTE Factors as units, each unit is considered one Full-time employee.

Note Percentages entered must be 0 or greater and 100 or less, Dollars or Units entered must be 0 or greater.

Note Dollar factors are shown with a dollar sign. All unmarked factors are percentages.

To Review and Change Program Factors:

Step	Screen	Action	Result
1	B002--Main Menu	Select **Program Category Distributions** from the **Tables** menu	BudSTARs displays Screen B281 – Program Category Distributions
2	B281--Program Category Distribution	Select Fund/Center from the drop down menu	BudSTARS displays Program assignments and factors for the Fund/Center selected
3	B281--Program Category Distribution	Revise the distribution of fund/center expenditures between the programs listed by modifying the factors	
4	B281--Program Category Distribution	If you want to SAVE the changes made [Update}	The "BudSTARS Update" box will appear
5	BudSTARS Update box	[Yes]	The "BudSTARS Save" box will appear
6	BudSTARS Save box	[OK]	The changes made have been saved to the Database
7	B281--Program Category Distribution	[Exit]	Displays B002--Main Menu

Copying Program Factors

Many Fund/Centers, particularly those assigned to only one program category, use the same Appropriation, Actual, and FTE factors for multiple years. BudSTARS contains a program factor copy utility to ease the entry of program factors for these Fund/Centers. To use the program factor copy utility, simply right click on any program factor entry. BudSTARS will present a pop-up menu that gives you the option of copying that value or column of values left, right, or across.

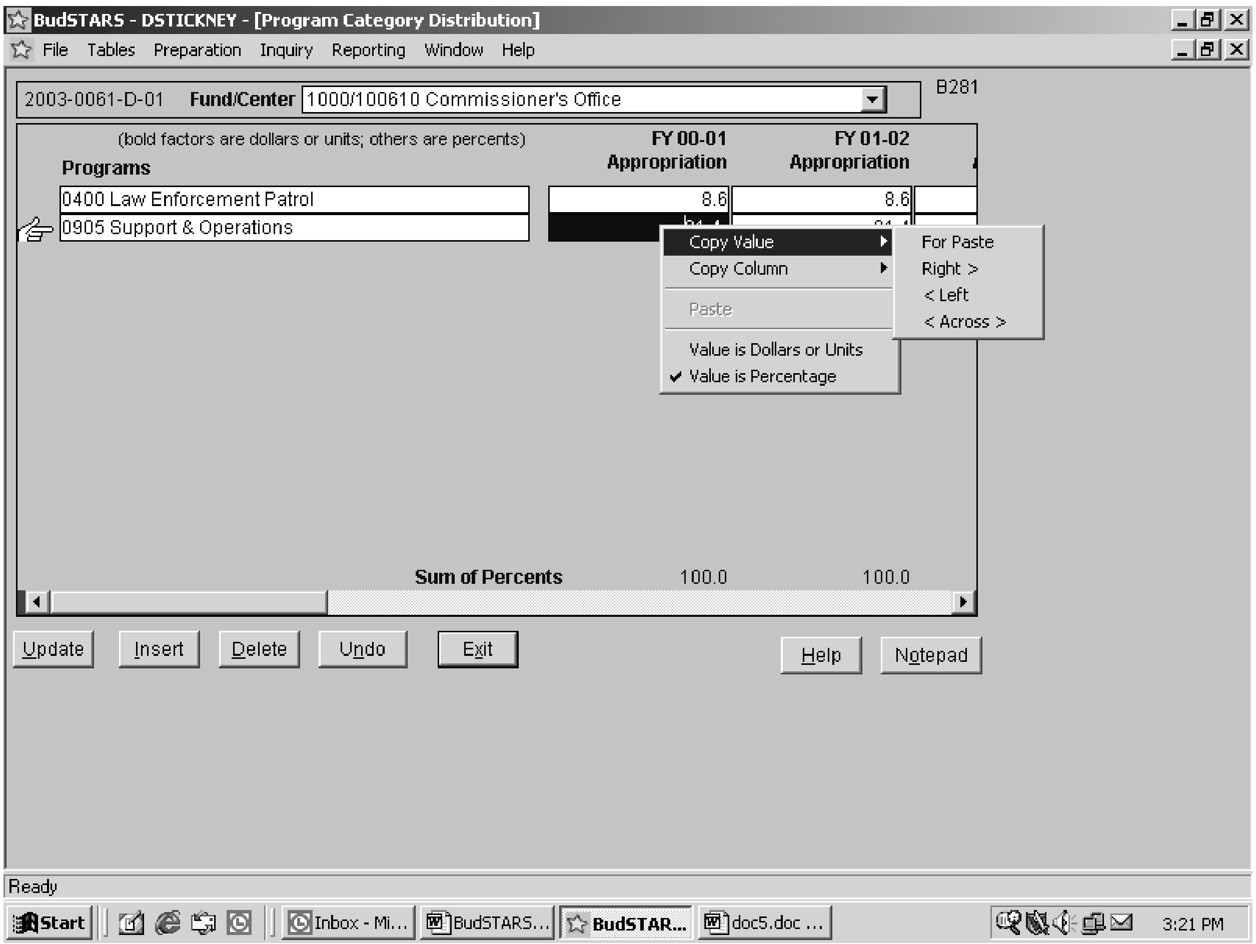


Figure 30: The Program Factors Pop-up menu

Changing Program Factors From Dollars (Units) to Percentages

Program Factors may be changed from Dollars (units) to Percentages or vice-versa at any time. To change a Program Factor from Dollars (units) to percentages, right click on the Program Factor entry you wish to change and select the type of Program Factor you desire from the pop-up menu.

Tip

Remember, BudSTARS will not accept percentage entries greater than 100, If you wish to change a dollar entry to a percentage entry, edit the number so it is below 100 before you attempt to change the program factor type

Note BudSTARS assumes that all new Program Factor Entries are Percentages. If you wish to enter Program Factors as dollars or units, you must change the factor type manually

To Copy Program Factors or Change Them From Dollars to Percentages:

Step	Screen	Action	Result
1	B281—Program Category Distribution	Right Click on a factor value	Opens a menu *to Copy a value* across the years on the row. You may copy to the right, the left or both directions
2	B281—Program Category Distribution	Right Click on a factor value	Opens a menu *to Copy a Column* across the years on each row. You may copy to the right, the left or both directions
3	B281—Program Category Distribution	Right Click on a factor Value	Opens a menu to *change the factor from a Dollar factor to a Percent* factor (and vice versa).

Completing the Program Category Distribution.

It is not necessary to return to the Budget Control Checklist after you have finished entering the Program Category Distribution. You are now ready to proceed to Step 9.

Step 9: Submitting your Budget Request

Submitting the Budget is the final step in the budget preparation process. Each agency submits one budget. All Fund/Centers and Capital Projects for an agency are submitted at the same time. Each budget is submitted by creating a Submitted (B) version. Agency level users may not delete or modify submitted versions. Contact your budget Analyst if you need to make changes in a budget after it has been submitted

Note Only Users granted Budget Manager Authority can submit a budget request

Verifying a Budget for Submission

Before a budget can be submitted, it must be verified to ensure that all of the required data has been entered. The easiest way to verify the budget is the Budget Validation Report.

The Budget Validation Report is an Agency Level Report. To run the budget validation report, choose **Standard Report**s from the **Reporting** menu, and select the Check box. next to the Budget Validation Report. Select the [View] button to display the report on screen. The [Print] button will print the report to your default printer. You may wish to view the report before you print it, to ensure that you selected the correct report. You may print the report from the View Screen.

Note

The Budget Validation report is an Agency level report. You do not need to enter a reporting level to run this report. If you have difficulty locating the report on the screen, you may turn off the statewide and reporting level reports using the checkboxes provided.

If the Budget Validation report states “No Errors Found”, you may proceed to the budget submission process. If not, you must correct the errors shown on the report before the Budget can be submitted. The Budget Validation report lists the following items

Screen

Shows the screen where each error is located

Error Number and Message

The error number is the numeric code for each error reported. The Error message describes each error that the Budget Validation report has located. If the error is located in a change package, the change package title will be included in the error message.

Reporting Level

Shows the reporting level where the error is located. Most reporting level corresponds to a fund center, but some fund centers may have multiple reporting levels, See Chapter 1, Section C: Reporting Levels for more information about reporting levels.

Line Object

Lists the line on the screen where the error is located. If the error is located on the Funding Request screen, the Line number will be either the spending object or the funding object where the error is located.

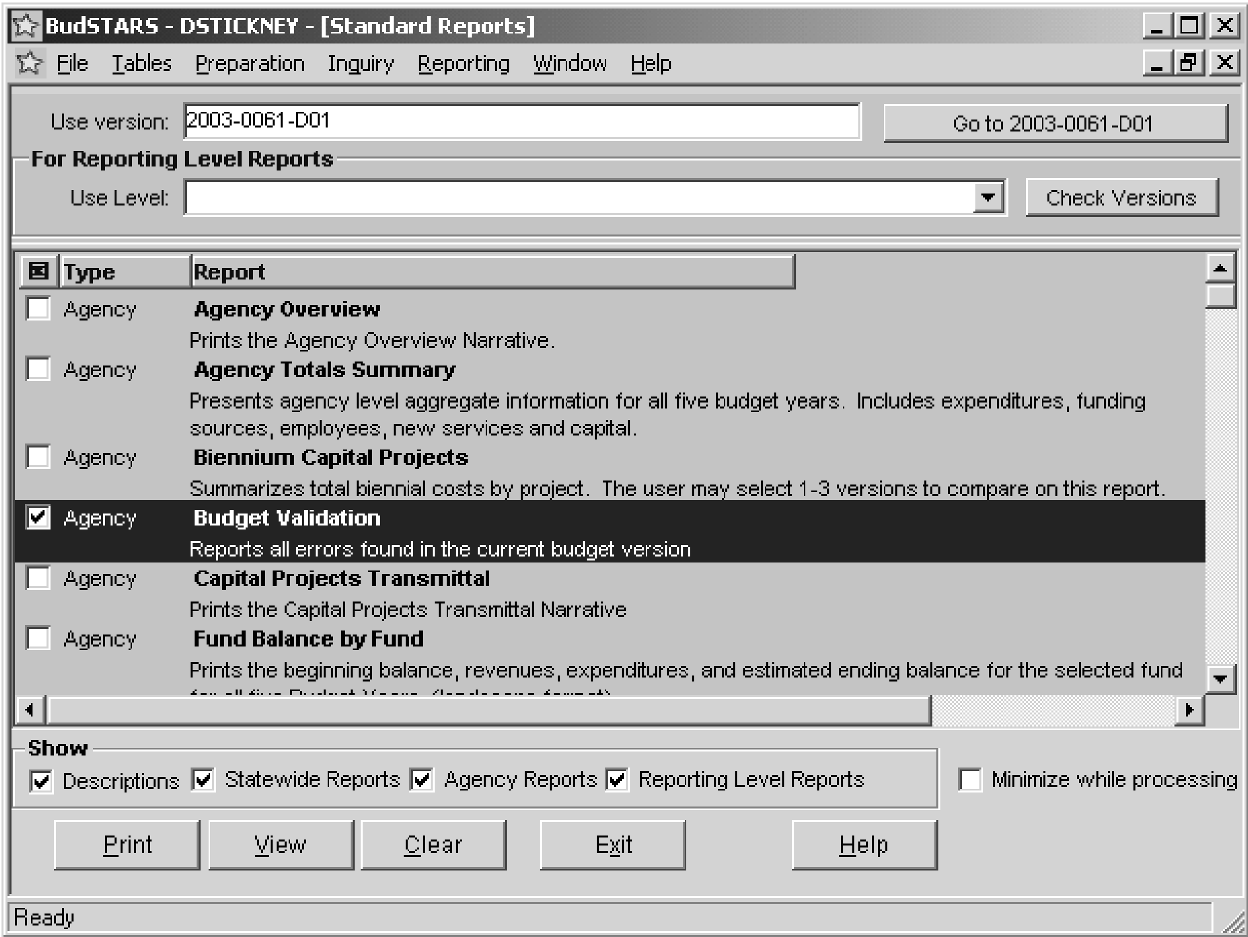


Figure 31: Standard Reports Screen with Budget Validation Report Selected

Note

BudSTARS will not allow the user to submit a budget until it balances and all errors are corrected. Budget Validation messages marked "Warning" are for informational purposes only and will not prevent the budget from being submitted.

Verifying a Budget Submittal:

Step	Screen	Action	Result
1	B002--Main Menu	Select "Budget Reports by Agency" from the "Reporting" Menu	Displays B040—Agency Level Reports
2	B040--Agency Level Reports	Select "Budget Validation", [View]	Displays B200—Budget Validation Report
3	B200 -Budget Validation Report	If report says "No Errors Found" [Exit] If report lists Errors [Print], [Exit]	Returns to B040---Agency Level Reports

4	B040--Agency Level Reports	[Exit]	Returns to B002---Main Menu. If no errors were found, continue with submission. Otherwise return to appropriate screen to correct errors

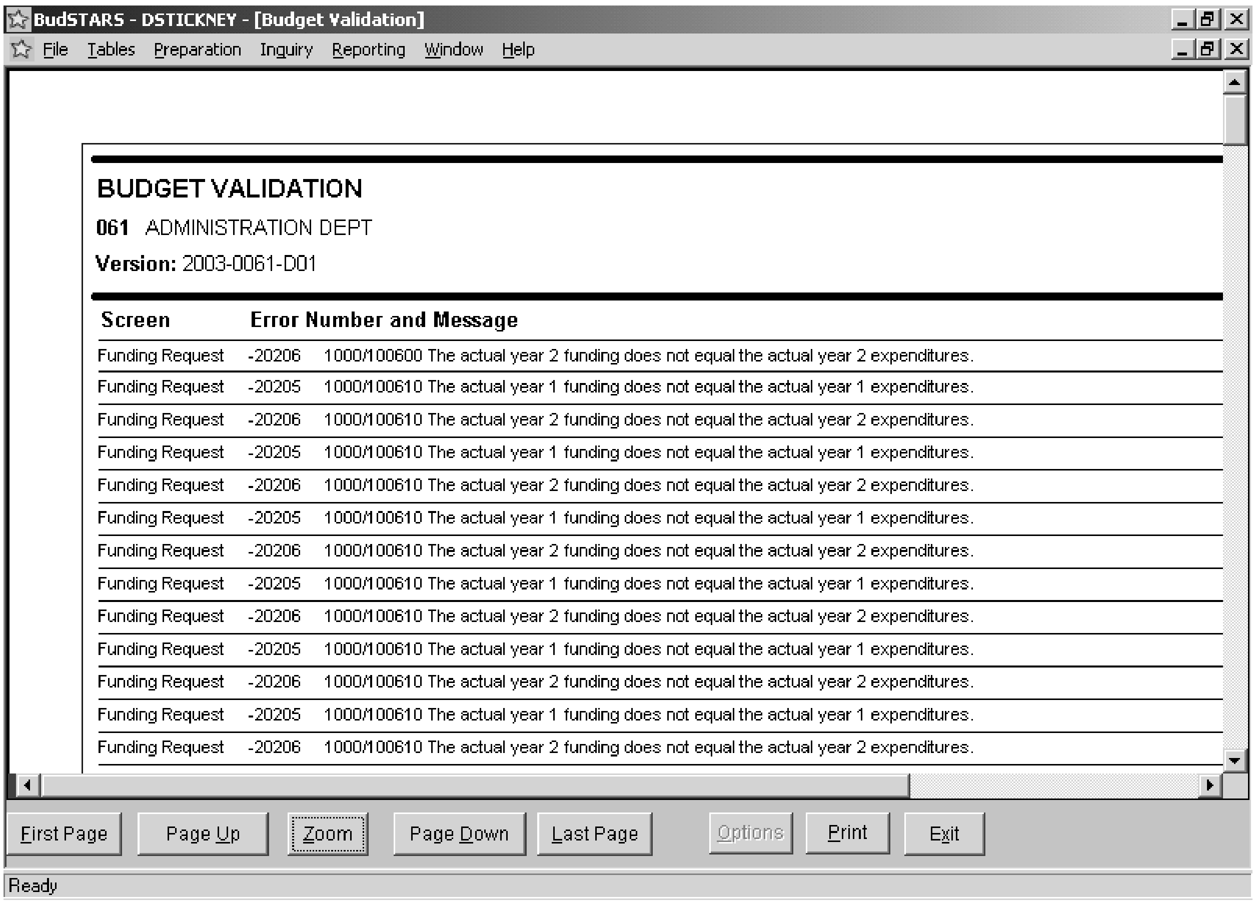


Figure 32: Viewing the Budget Validation Report

Submitting the Budget

Before the Budget can be submitted, all of the screens must be marked completed on the main checklist. To flag the screens as complete, select the Budget Version that you wish to submit and open the Main Checklist. Change the Status to Each screen to Complete. BudSTARS will run a validation test on each screen to ensure that the Budget is in Balance and that all required information has been completed.

Note	The on-line balancing handles only one error at a time until all budget errors are resolved. A better alternative is to print the Validation Report so that all errors are displayed and can be resolved at once.

Flagging a Budget as Complete.

Step	Screen	Action	Result
1	B002--Main Menu	[Checklist]	Displays B200--Budget Control Checklist
2	B200--Budget Control Checklist	Change Agency Overview Status to Complete	System accepts change if complete, displays error message if not
3	B200--Budget Control Checklist	Change Funding Request Status to Complete	System accepts change if complete, displays error message if not
4	B200--Budget Control Checklist	Change Capital Projects Status to Complete	System accepts change if complete, displays error message if not
5	B200--Budget Control Checklist	Change Grants Summary Status to Complete	System accepts change if complete, displays error message if not
6	B200--Budget Control Checklist	Change Program Narrative Status to Complete	System accepts change if complete, displays error message if not
7	B200--Budget Control Checklist	Change Est. of Revenue and Federal Receipts Status to Complete	System accepts change if complete, displays error message if not
8	B200--Budget Control Checklist	Make sure Position Control Record Status is Complete	Changing this flag to complete rolls up the salary and fringe benefit calculations to the budget summary. System accepts change if complete, displays error message if not
9	B200--Budget Control Checklist	[Exit]	Displays B002--Main Menu

Once the Budget has been flagged as completed, it can then be submitted. To submit a budget request, use the [Submit] Button on the Version Control Screen. Select the newly created submitted version and print the Print “Agency Totals Summary” and “Funding Request by Reporting Level” Reports. Retain one copy of these reports for your files. Additional reports may be specified in the policy manual.

Submitting the Budget Request

Step	Screen	Action	Result
1	B002--Main Menu	[Version] (or select "Version Control" from the File menu	Displays B010--Version Control
2	B010--Version Control	Scroll down and select the version you want to submit. [Submit]	Displays "Are You Sure You want to Submit this Version" Message Box if the Version is complete, otherwise, displays error message.
3	"Are You Sure You want to Submit this Version"	[Yes]	Displays "Please Wait while version is being submitted" Message Box
4	Please wait while version is being submitted" Message Box	[OK]	Displays "Copy/Rollup takes from 10 minutes to hours message box
5	"Copy/Rollup takes from 10 minutes to hours message box"	[OK}	Creates Submitted version

Printing recommended reports

Step	Screen	Action	Result
6	B002—Main Menu	Select "Standard Reports" from the "Reporting" Menu	Displays Standard Reports
7	B040—Agency Level Reports	Print "Agency Totals Summary" and "Funding Request by Reporting Level" Reports	

Chapter Four: Capital Budgeting

Section A: The Capital Budgeting Process

The Capital Budget is used for large scale projects which would not fit in a typical agency budget.

Section B: Selecting A Capital Project

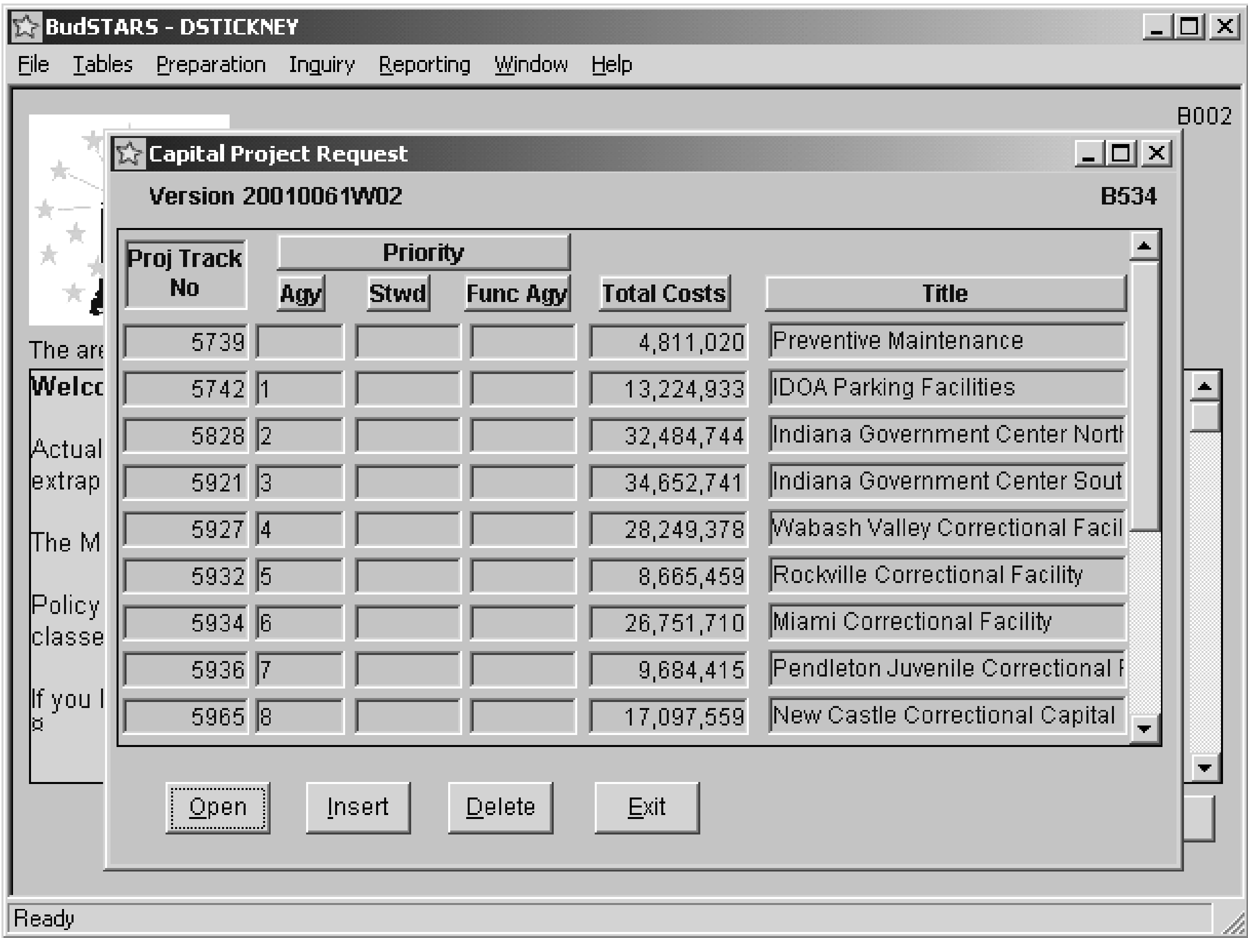


Figure 33: The Capital Project Selection Screen

Selecting Capital A Capital Project to work with

Step	Screen	Action	Result
1	B002--Main Menu	[Checklist] at the bottom of the screen	Displays B200--Budget Control Checklist

2	B200--Budget Control Checklist	Double click Capital Projects or Highlight Capital Projects and [Go To Screen]	Displays B534--Capital Projects Request

Section C: Defining A Capital Project

The Capital Project Definition Screen is the first of four Capital Budgeting screens. It is used to enter basic information about each capital project. The project information entered in the upper panel on this screen will be displayed on the other capital project screens as appropriate. The navigation buttons on the bottom of the screen allow you to access all of the other capital project screens.

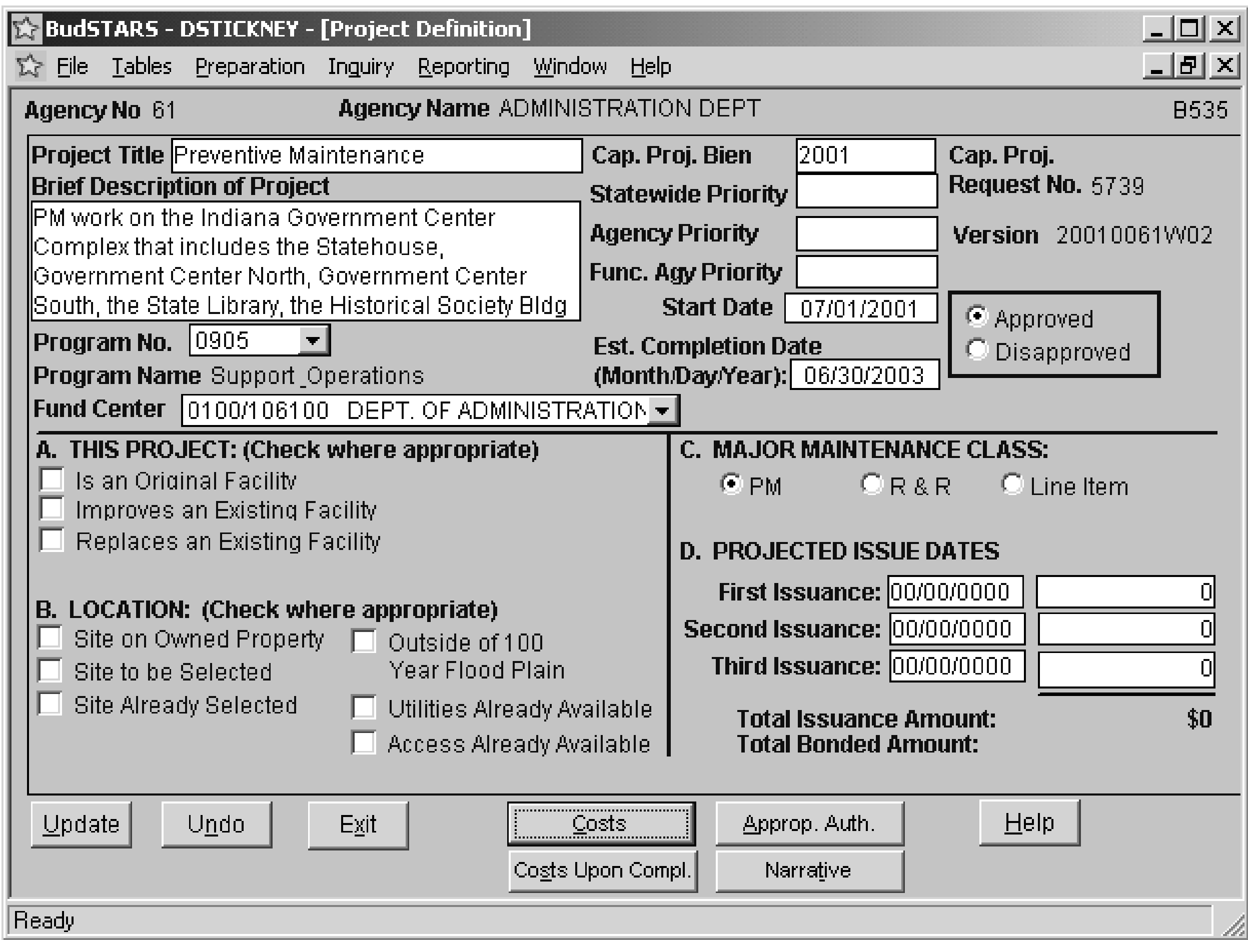


Figure 34: The Capital Projects Definition Screen

Note

You must fill in all of the basic project information before you may exit this screen or proceed to any of the other Capital Project screens.

Entering a Capital Project

Open the Project Definition Screen

To open the project definition screen, select **Capital** from the Preparation menu, or double-click on Capital Projects on the budget control checklist

Enter a project title and description

Each project must receive a project title and a brief description.

Assign the Project to a Program

Each project must be assigned to a Program in order to be properly reported in the Budget Agency's program reports. For more information on Programs, see Chapter Three: The Budget Process, Step 8: Program Category Distributions.

Assign the Project to a Fund/Center

The fund center you choose should start with 0100. We use these virtual fund centers for capital budgeting. An actual Fund/Center will be assigned if the project is included in the passed budget.

Assign the Project an Agency Priority Number

You must assign each project an Agency priority number. This is your assessment of the relative importance of all of your capital project requests. Statewide priority numbers will be assigned by the Budget Agency.

Based on your agency, you may also need to assign each project a Functional Agency Priority number. Functional Agency numbers are used when one numbered agency (such as a prison) is the sub agency of another (the Department of Corrections). It is up to each Functional agency to establish policies for assigning functional agency priority numbers.

Assign Estimated Start and Completion Dates

Enter estimated dates for the start and completion of the project. The Start Date must be within the budgeted biennium.

Assign The Project to One or More Project Categories

The bottom half of the project definition screen contains checkboxes and radio buttons that allow you to assign the project to one or more major project categories. Pay particular attention to category C: Major Maintenance Class. All projects must be assigned to one of the three major maintenance classes. The three classes are: PM (preventive maintenance) R & R (Repair and Rehabilitation) and Line Item. Line Items are used for new capital construction.

Enter Projected Bond Issue Dates (Bond Funded Projects Only)

Enter the projected issue dates and amounts of any bonds used to fund the project.

Continue to the Capital Projects Costs Screen.

Once you have finished defining the capital projects select the **Costs** button to proceed to the Capital Projects Costs Screen to enter project cost estimates.

Tip You may access all of the other capital project screens from this screen.

Defining a Capital Project Request

Step	Screen	Action	Result
1	B534--Capital Project Request	[Insert]	Displays B535--Project Definition
2	B535--Project Definition	Enter project title, tab to "Brief Description"	
3	B535--Project Definition	Enter brief description, tab to "agency priority"	
4	B535--Project Definition	Enter agency priority, tab to "func. Agy priority"	
5	B535--Project Definition	Enter functional Agency priority, tab to "Program No."	
6	B535--Project Definition	Scroll to appropriate program number, tab to "fund center"	
7	B535--Project Definition	Scroll to appropriate fund center, tab to "section A"	
8	B535--Project Definition	Check to appropriate boxes in sections A, B, and C by clicking on the box	
9	B535--Project Definition	[Update]	Update screen appears
10	Update Screen Dialog	[Yes]	"Save succeeded" appears
11	Save succeeded dialog box	[OK]	Displays B535--Project Definition

Section D: Entering Capital Project Costs

The second step in creating a capital project request is to enter the estimate cost of the project using the Capital Projects Costs Screen. The project cost estimates may be entered in any or all of 13 categories.

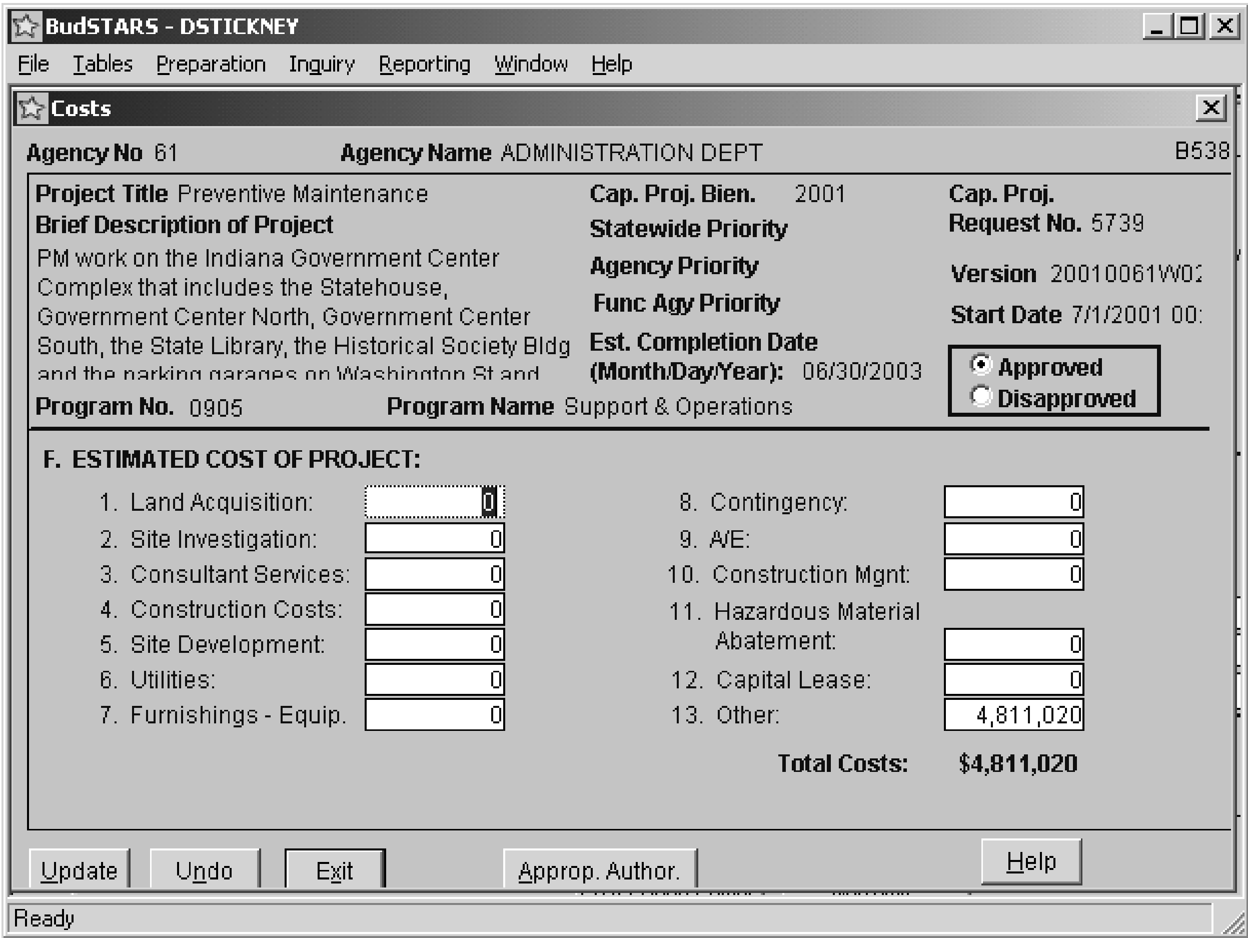


Figure 35: The Capital Project Costs Screen

Assigning the Capital Project Costs to Categories:

To assign the total capital project cost to categories, enter a dollar figure next to each category as appropriate. The total of all project categories must match the total project cost.

Land Acquisition

Cost of land acquisition for the project

Site Investigation

Cost of site investigation for the project.

Consultant Services
Costs for consultant serviced for the project

Construction Costs
Actual cost of construction of the building or facility itself

Site Development
Costs of site development, including site work, landscaping, and road and parking improvements

Utilities
Cost to install or upgrade utility services

Furnishings-Equipment
Cost to furnish and equip a new or renovated facility.

Contingency
All projects should include some contingency funds for unforeseen circumstances. A typical contingency allowances is 10% of the total project costs

A/E
Cost of Architectural and Engineering Services required for the project

Construction Mgmt
Cost of any construction management services required for the project

Hazardous Materials
Enter the cost to remove asbestos or other hazardous materials

Capital Lease
Use this category for any Costs associated with capital leasing

Other
All costs that do not fit into the other 12 categories

Select the **Appropriation Authorization** Button to continue on the Capital Project Appropriation and Authorization screen to enter Capital Project Funding Request.

Entering Capital Project Costs

Step	Screen	Action	Result
1	B535--Project Definition	[Costs]	Displays B538--Costs

2	B538--Costs	Enter the estimated cost next to the appropriate categories,	
3	B538--Costs	[update]	Asks you to confirm update
4	Update Dilogue	[OK]	Updates Data, returns to B538—Costs
5	B538--Costs	[Exit]	Returns to Previous Screen

Section E: Entering the Capital Funding Request (Appropriation/Authorization)

The Capital Projects Appropriation Authorization Screen is used to enter the estimated distribution and source of capital project funding. The annual distribution estimate is entered as a percentage in the top panel of the screen. The funding may be split by any percentage as long at the total adds up to 100%. You must enter a funding source for each project and the total funding amount must balance with the total estimated project cost entered on the Capital Project Costs screen. You may make multiple entries for projects with multiple funding sources.

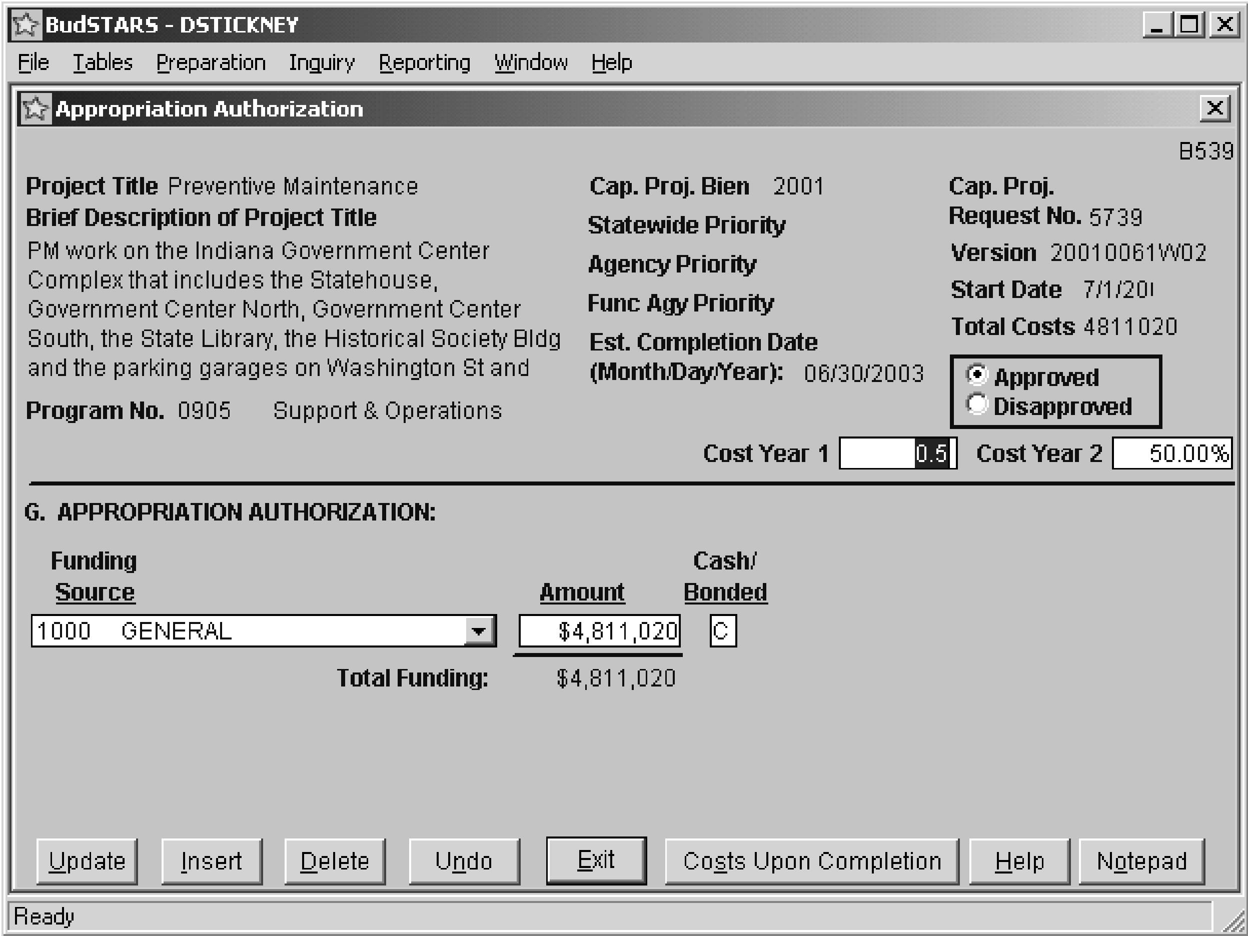


Figure 36: The Capital Projects Appropriation Authorization Screen

Note

The funding sources entered on this screen are projections only. The final determination of funding sources will be determined in the legislative process. If you are unsure of which funding source to select, use the General Fund.

Data Fields on the Capital Project Appropriation Authorization Screen:

Cost Year 1

Percentage of capital project cost to be expended in the first year of the biennium (entered as a decimal)

Cost Year 2.

Percentage of capital project cost to be expended in the second year of the biennium (entered as a decimal)

Funding Source

The Source(s) of Funds for this project. Multiple sources may be entered

Amount
The Amount of project funding from the entered source

Cash/Bonded
Enter C for a cash funded project, B for a bond-funded project

Note The total amount entered into the funding section must equal the total cost of the project.

Entering a Capital Funding Request

Step	Screen	Action	Result
1	B538--Costs	[Apprp. Author.]	Displays B539--Appropriation Authorization
2	B539--Appropriation Authorization	Enter cost for year one into “cost year 1” then tab to “cost year 2” (cost year 2 will automatically calculate)	Cost year 1 and year 2 will appear
3	B539--Appropriation Authorization	Section G [Insert]	A new blank line will appear
4	B539--Appropriation Authorization	Click on blank line and select fund; enter amount [Update]	Update screen appears
5	Update Screen Dialog	[Yes]	“Save succeeded” appears
6	Save succeeded dialog box	[OK]	Displays B539--Appropriation Authorization

Section F: Entering the Estimated Costs Upon Completion

The Capital Project Costs Upon completion Screen is used to enter estimates for the ongoing costs of operating and maintaining the new or improved facility resulting from a capital project. This screen has two data sections. Section J. (Biennium) allows the user to enter rough estimates for the ongoing cost of operating and/or maintaining the capital project. Section K. (Funding Recap) is used to enter the proposed source for these funds. You may make multiple entries in this section.

To Open the Capital Project Costs Upon Completion Screen, use the **Costs Upon Completion** Button on either the Capital Projects Definition Screen or Capital Projects Appropriation/Authorization screen.

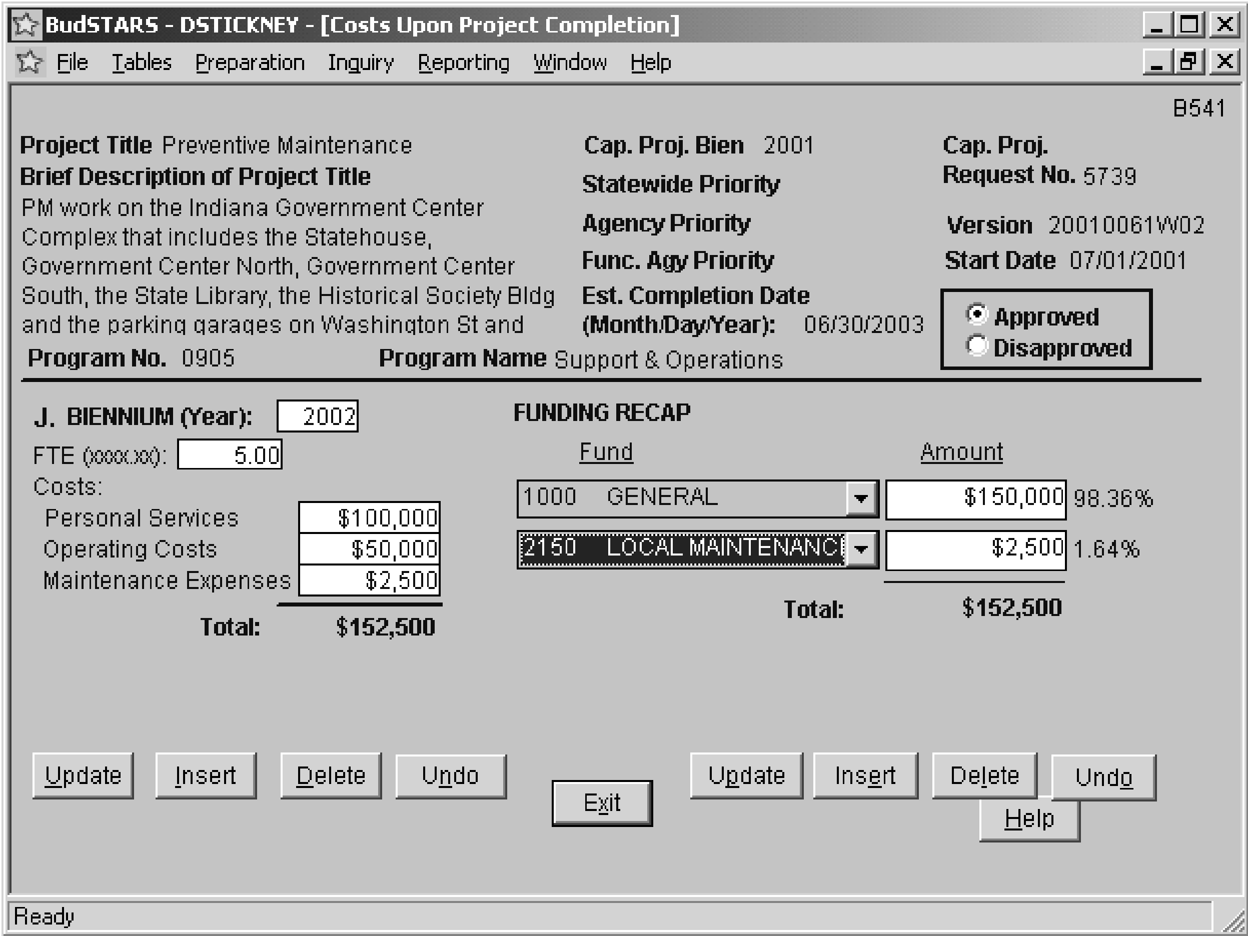


Figure 37: The Capital Projects Cost Upon Completion Screen

Note The total funding entered in the Funding Recap Section must balance the total expenditures entered in Section J.

Data Fields on the Capital Project Costs Upon Completion Screen:

Biennium

Budget Biennium in which capital project will become operational.

FTE

Estimated Full Time Equivalents required to operate proposed facility

Personal Services

Estimated annual personal services costs required to operate proposed facility

Operating Costs
Estimated annual operating costs required to operate proposed facility.

Maintenance Costs
Estimated annual ongoing maintenance costs required by the proposed facility

Fund
Source of funds for Costs upon Completion. Each project may have multiple funding sources.

Amount
Total annual funding from each source

Tip: Each Capital project may have multiple funding sources for the Costs upon completion. You should make a separate funding entry for ongoing maintenance if you expect to fund it through future capital PM or R&R appropriations

Entering the Capital Project Costs Upon Completion.

Step	Screen	Action	Result
1	B539--Appropriation Authorization	[Costs upon completion]	Displays B541—Costs Upon Completion
2	B541—Costs Upon Completion, Biennium	[Insert]	Inserts Cost upon Completion Expenditure entry
3	B541—Costs Upon Completion, Biennium.	Enter Biennium, FTE, and Future Operating Costs	Totals future operating cost estimates
4	B541—Costs Upon Completion, Biennium	[Update]	Displays Update Screen Dialog
5	Update Screen Dialog	[Yes]	“Save succeeded” appears
6	Save succeeded dialog box	[OK]	Displays B541—Costs Upon Completion
7	B541—Costs Upon Completion, Funding Recap.	[Insert]	Inserts new Costs Upon Completion Funding Record
8	B541—Costs Upon Completion, Funding Recap	Enter Funding Source information for Costs upon Completion	Totals future funding estimates

9	B541—Costs Upon Completion Funding Recap	[Update]	Displays Update Screen Dialog
10	Update Screen Dialog	[Yes]	“Save succeeded” appears
11	Save succeeded dialog box	[OK]	Displays B541—Costs Upon Completion
		If not, [Exit]	

Section G: Entering the Capital Project Narratives

The narrative screen should be used to enter any additional information about the project. Examples: Preventive Maintenance, Justifications, Alternatives, and lease information.

Entering the Capital Project Narrative

Step	Screen	Action	Result
1	B535--Project Definition	[Narrative]	Displays B250--Narrative Input
2	B250--Narrative Input	Select “agency “for level by using dropdown	
3	B250--Narrative Input	Select “cap proj. explanation of project” by using dropdown	Displays B250b--Capital Project Request
4	B250b--Capital Project Request	Select the appropriate project, [OK]	Displays B250--Narrative Input
	B250--Narrative Input	Type in appropriate project information, [Update]	“Save succeeded” appears

Chapter Five: BudSTARS Reports

There are three groups of Reports in BudSTARS: Agency reports, Reporting Level reports, and Statewide reports. Each group is discussed in its own section below.

Reports are based on the currently selected Version unless another version is selected on the Standard Reports Screen or unless noted in the discussion of the specific reports below.

Reports can be viewed and printed or printed directly on your printer. Many direct print reports can be grouped together to run and print one after the other, unattended.

The Standard Reports Screen

The Standard Reports screen lists all reports available in BudSTARS. Reports can be run that assemble or summarize data by agency, reporting level, or statewide.

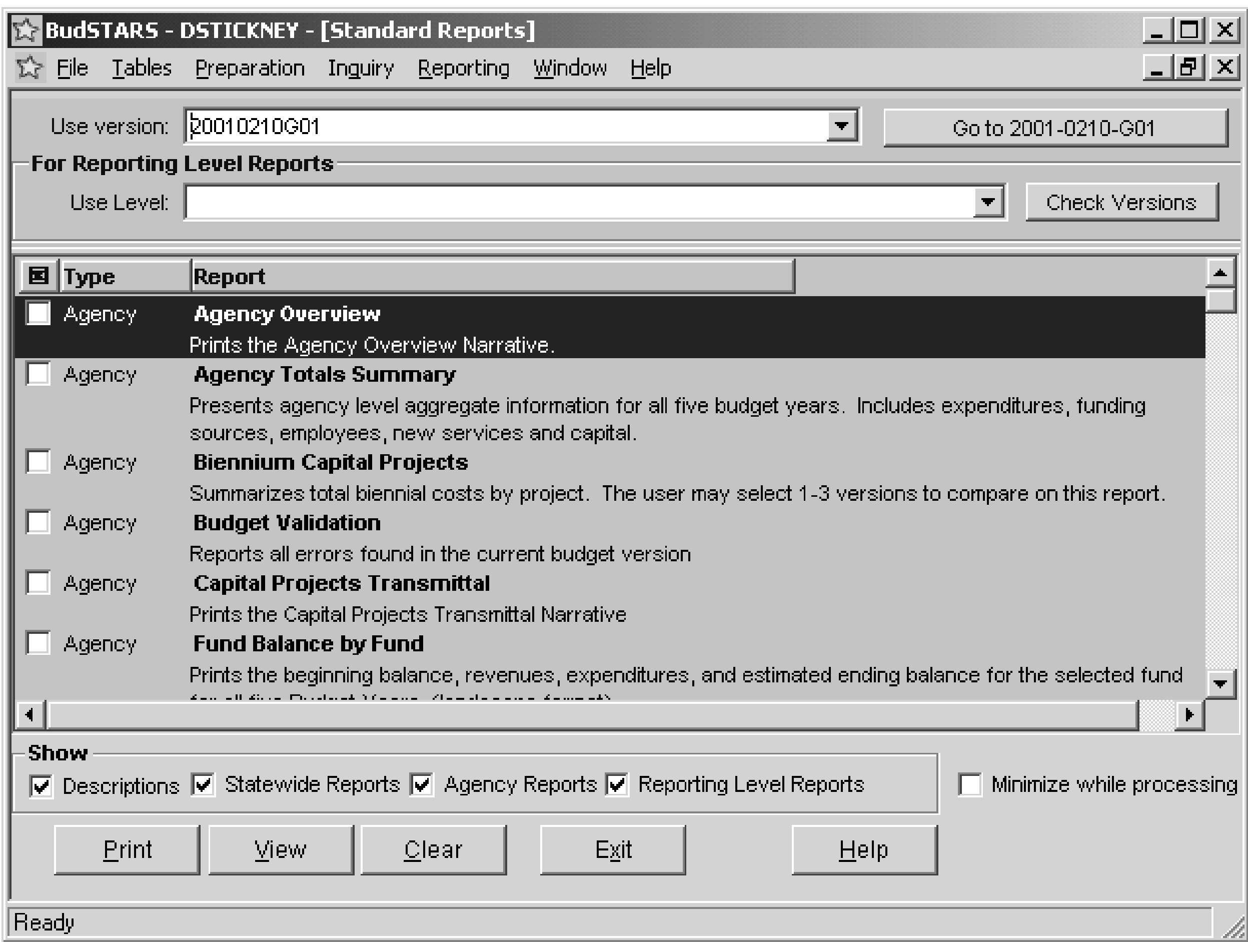


Figure 38: The Standard Reports Screen

Section A: Agency Reporting

The Agency Reporting set of BudSTARS reports assembles data across the Agency. These reports can be displayed by selecting the **Agency** checkbox on the on the Standard Reports screen.

You may select a report to view or print by clicking on its checkbox. If you select View then only the first checked report will be displayed. If you select Print then each of the checked reports will be produced in turn.

The Following Agency Reports are available

Pay Plan Comparison

Compares Pay Plans in two separate versions, highlighting the differences.

Additional instructions: a window opens through which one chooses the two versions to be compared.

Agency Totals Summary

Summarizes major points, funding, and new services.

Biennium Capital Projects

Exhibition of Capital Project requests and funding from 1 to 3 different versions order by Agency priority. Excludes Disapproved projects.

Additional instructions: a window opens through which one chooses one, two, or three versions.

Reporting Level by Dept

Exhibit of Reporting Levels in this Agency along with Fund/Center numbers and Budget Function numbers.

Summary of Budget Requests - Agency

Exhibit of Budget with dollars and employee counts. One page for each Reporting Level in the Agency.

Summary of Budget Request- SBA/Agency Data

Exhibit of Budget and Recommendation with dollars and employee counts. One page for each Reporting Level in the Agency.

Fund Balance by Fund

Exhibit of changes in Fund Balance throughout the 5 years in the Budget. Revenues and Expenditures are for those related to the Agency.

Additional instructions: a window opens through which one chooses the Fund to be exhibited.

Funding Request by Reporting Level

Exhibit of spending at the lowest object level and funding. Separate exhibits for each Reporting Level.

Budget Changes

Summarizes changes from Base by Change Package Priority (1, 2 or 3) and type (Current, New). Groups and totals by major point but shows detail to lowest object.

Additional instructions: a window opens through which one chooses the Year (1 or 2) to be reported.

Request /Recommendation Comparison Detail

Summary of Agency's budget comparing Estimate and Base to Year 1 and Year 2. Shows difference in units and percent between Budget Years and Base. Report is detailed to lowest object and then grouped and summarized to major point.

Budget Validation

Checks the version to see if it is consistent. Errors are reported. These are the same checks that are done when the Budget Control Checklist items are marked as Complete.

Program Categories

Exhibit of Categories and Programs.

Program Summary

Reports Agency's participation in Categories and Programs.

Program Distributions

Exhibit of the Program Distribution Factors by Reporting Level.

Program Exceptions

Reports exceptions found in Program Allocation: unallocated Fund/Centers, overallocated Fund/Centers, and purposely unreported dollars.

Section B: Reporting Level Reports

The Reporting Level Reporting set of BudSTARS reports assembles reports along a branch of the Reporting Level tree. These reports can be displayed by selecting the **Reporting Level** checkbox on the on the Standard Reports screen.

To run a Reporting Level report, first select a reporting level from the Reporting level drop drop-down. The selected Reporting Level and all levels that roll-up to the selected level will be included in the reports. To make your reporting level selection simpler, the selection in the dropdown list can be narrowed by typing search terms into the reporting level box

Select a report by clicking on its checkbox. If you select View then only the first checked report will be displayed. If you select Print then each of the checked reports will be produced in turn.

The following Statewide Reports are available.

Funding Request by Reporting Level
Reports spending and funding detailed to the lowest object.

Capital Projects Summary
Summary of Capital Projects requests spending and funding. Omits disapproved projects.

Capital Projects Detail
Project by project detail of Capital Projects requests detailing spending and funding. Disapproved projects are included but marked DISAPPROVED.

Budget Comparison
Compares Budget Years of current version with B01 version. Detailed to lowest object, grouped and summarized by major point. Also shows Base and Estimate Years.

Schedule of Personal Services
Exhibit of Pay Plan grouped and summarized by position type (Full, Part, etc.).

Budget Summary - SBA Data
Summary of spending and funding to major point.

Budget Summary - SBA and Agency Data
Summary of spending and funding to major point. Compares current version to B01 version.

Estimate of Revenue and Federal Receipts
Reports Revenue at the lowest object point.

Section C: Statewide Reports

The Statewide Reporting set of BudSTARS reports assembles reports statewide. These reports can be displayed by selecting the **Statewide** checkbox on the on the Standard Reports screen.:

Select a report by clicking on its checkbox. If you select View only the first checked report will be displayed. If you select Print then each of the checked reports will be produced in turn.

Note Not all users have access to statewide reports. Statewide reports will only produce valid data when run on statewide versions.

The following statewide reports are available:

Single Version Reports

The single version reports summarize data for the currently selected version level statewide.

General Fund & Property Tax Replacement Fund Report (2 Column) R513a

The two-column version of the General Fund and Property Tax Replacement Fund (PTRF) Report summarizes General Fund Appropriations by Functional Category. It provides separate subtotals for Operating and Capital Appropriations. This report only prints the two Budget Request Years. This report prints in portrait format.

General Fund & Property Tax Replacement Fund Report (6 Column) R513b

The six-column version of the General Fund and Property Tax Replacement Fund (PTRF) Report summarizes General Fund Appropriations by Functional Category. It provides separate subtotals for Operating and Capital Appropriations. This report prints all five Budget Years and the Base. This report prints in landscape format.

General Fund & Property Tax Replacement Fund Report (detail) R513b

The General Fund and Property Tax Replacement Fund (PTRF) Report details General Fund Appropriations by Functional Category. It lists each fund center in each functional category, and provides separate subtotals for each function. This report prints all five Budget Years and the Base. This report prints in landscape format.

Capital Projects Summary - Statewide Report R240S

The Statewide Capital Projects Summary report summarizes all capital project requests by funding source. This report only prints the two Budget Request Years. This report prints in Landscape format.

Fund Balance Report – Statewide Report R518

The Statewide Fund Balance report produces an estimated fund balances for the current year estimate and each of the two Budget Request Years This report can only be run for one fund at a time. This report prints in landscape format.

Statewide Narrative Report R

This report prints the statewide narratives. It will print each narrative on a separate page.

Comparison Reports

Statewide Comparison reports allow you to choose two or more versions to compare.

General Fund & Property Tax Replacement Fund Comparison Report R513

The General Fund and Property Tax Replacement Fund (PTRF) Comparison Report is similar to the General Fund & Property Tax Replacement Fund Report (2 Column). It summarizes General Fund Appropriations by Functional Category for the two Budget Request Years and provides separate subtotals for Operating and Capital Appropriations.

This report allows the user to compare two versions. The report will print the Budget Request Years contained in each version as well as the differences between the two. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Budget Bill Comparison for Capital Projects Report R514

The Budget Bill Comparison for Capital Projects Report summarizes Capital Project Requests by Agency and Fund/Center for the two Budget Request Years and provides the fund number of the funding source for the projects. It does not calculate subtotals for each agency.

This report allows the user to compare two versions. The report will print the Budget Request Years contained in each version as well as the differences between the two. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Budget Bill Comparison by Fund Type Report R515

The Budget Bill Comparison By Fund Type Report summarizes Budget Requests by fund type (General, Dedicated, Federal, Transferred, Loca) for the two Budget Request Years. The report is grouped by Agency and Fund/Center. It does not calculate subtotals for each agency.

This report allows the user to compare two versions. The report will print the Budget Request Years contained in each version as well as the differences between the two. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Budget Bill Comparison by Fund Type Summary Report R516

The Budget Bill Comparison By Fund Type Report summarizes Budget Requests by fund type (General, Dedicated, Federal, Transferred, Local) for the two Budget Request Years. The report is grouped by Function and calculates a subtotal for each functional category.

This report allows the user to compare two versions. The report will print the Budget Request Years contained in each version as well as the differences between the two. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Budget Bill Fiscal Impact Report R517

The Budget Bill Fiscal Impact Report summarizes Operating and Capital Appropriations by fund type (General, Dedicated, Federal, Transferred, Local) for the two Budget Request Years. This report calculates subtotals for each category. This report prints in landscape format.

Biennium Capital Projects Report -- Statewide R504

The Budget Bill Fiscal Impact Report summarizes Capital Projects by biennium. The projects are grouped by agency, and the report calculates subtotals for each agency by funding source.

This report allows the user to compare two or three versions. The report will print the Capital Project Requests contained in each version as well as the differences between the versions. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Program Reports

The statewide program reports use the Program Factors entered in the Step 8: Program Category Distributions (Page 78) to report Budget data by program classification.

Program Summary - Statewide Report R501

The Program Summary - Statewide Report summarizes Appropriations by Program Category, Agency, and Fund/Center. The report prints the distributions and program distribution factors for all Fund/Centers assigned to each program for all five budget years. This report calculates subtotals for each agency and program. See the Program Category Distributions help topic for more detail on program categories and program factors. This report prints in landscape format.

Program Summary - Statewide Totals Report R501a

The Program Summary - Statewide Totals Report summarizes Appropriations by Program Category. This report calculates subtotals for each Program Category group. See the Program Category Distributions help topic for more detail on program categories and program factors. This report prints in landscape format.

Program Exceptions Report R501b

The Program Exceptions Report lists Fund/Centers which have been over allocated, under allocated, or unallocated to program categories. Fund/Centers are allocated to program categories using Program Factors. See the Program Category Distributions help topic for more detail on program categories and program factors. This report prints in landscape format.

Program Budget Book Report R501c

The Program Budget Book Report generates the program summary information used to produce the graphs in the Program Budget Book. This report can be used to generate an Excel file or it can be printed.

Program Budget Book Appendix Report R501d

The Program Budget Book Report generates the program summary information generates the Appendix for the Program Budget Book. The Appendix cross-references Fund/Centers with Programs.

Comparison By Program R501e

The Comparison by Program Report summarizes budget requests by Fund/Center for the two Budget Request Years. The report is grouped by Program Category and calculates a subtotal for each functional category.

This report allows the user to compare two versions. The report will print the Budget Request Years contained in each version as well as the differences between the two. The difference columns subtract the first selected version from the second selected version. This report prints in landscape format.

Note

Checking the **minimize while processing** option on the Standard Reports screen will minimize the BudSTARS application until the reports you have requested finish processing. The star in the BudSTARS icon turns red while the Reports are processing. When the reports are finished the Star will return to it's normal, gold color.

Appendices

Screens used for Budget Entry

Screen	Name	Description
B124	Position Control Record (PCR)	Allows changes to be made to individual PCP(s).
B124A	Select Authorized Position	Allows you to select PCR(s) to edit.
B130	Vacant Positions	Lists vacant positions and allows you to print the list.
B210	Funding Request	Shows the history, base and request for the Fund/Center.
B210A	Open Funding Request	Allows you to choose the Fund/Center to edit.
B211	Funding Request Detail	Allows you to edit a specific point.
B260	Estimates of Revenue and Federal Receipts	Enter information by Fund/Center.
B365	Budget Change Description	Used to describe changes made to the Base.

Program Categories

Index